



POWERED BY

California Community Colleges

## Unit 5 – Needs Assessment

Whether simple or more sophisticated, needs assessment is a process-based service that Contract Education professionals must understand and utilize. Learn about the three different types of needs assessment. Discover an 8-Phase Needs Assessment Model, as well as an example of Reporting Your Findings. You should also understand how to price needs assessment.

To complete the Unit, follow these steps:

Step 1: Read the Welcome Page

Step 2: Read the Reading

Step 3: Listen/Watch the Recorded PowerPoint

Step 4: Take the Quiz. The answers can be found at the bottom of the Quiz. A score of 80%, or 8 out of 10, is considered passing.

After completing the Unit, take a few minutes to use what you have learned to generate a list of actions you can put in motion.

Check out the California Community Colleges Contract Education website for information about the Needs Assessment Tool Kit for a deeper dive into Contract Education needs assessment strategies and best practices.

### **DID YOU KNOW...**

Successful Contract Education programs are working diligently to operate like a small business and make smart business decisions. One action they are taking is implementing a business operating system (not software, but instead a model for operating like a business). The book “Traction” by Gino Wickman, outlines the Entrepreneurial Operating System (EOS) that multiple North American Contract Education programs have been implementing. Check out the Level10 Meeting Model!