

Regional Needs Assessment

November 30, 2001

The Regional Needs Assessment captures and synthesizes all feedback gained through the regional presentations as input for the Career Zone Management team to develop the regional vision. Feedback from participants was captured during the Question and Answer period and through feedback forms collected following the regional presentation sessions. The materials enclosed include a business analysis of regional trends and preliminary recommendations, as well as facilitation support and a preliminary action plan for the Career Zone management team to develop their regional vision.

Sample Regional Presentation Feedback Form

The Sample Feedback Form was used during the Regional Presentations to solicit feedback from participants. The form collected information on the types of classes and services participants would like the Career Zone to offer their region. In addition, the form asks participants to rank the presentation and provide feedback on the presenters' ability to communicate the Career Zone mission, services offerings, and answer questions.

Results Tracking Matrix

The Results Tracking Matrix collects data, feedback, and questions gathered from the Regional Presentation Feedback Form. The matrix calculates the percentage of regional employees interested in specific course offerings and Career Zone services for each region. All questions and feedback asked in each region are recorded. The matrix also tracks the level of satisfaction with the presentation format and style by those participants who attended the session. Finally, it calculates the region-wide interest for each type of course and overall satisfaction of the presentation in all the regions.

Business Analysis of Findings & Preliminary Recommendations

Based on information gathered from the Results Tracking database, the business analysis offers an overview to general themes the team encountered while at the regional presentations.. The preliminary recommendations provide a review of the Career Zone suggested next steps, based on regional demand, for implementing the regional vision.

Career Zone Regional Vision Planning Meeting Set Up Guide & Agenda (Facilitation Planning Support)

Facilitation Planning Support provides both a Regional Vision Planning Meeting Set Up and Agenda for the Career Zone Management Team to create the regional vision. At the end of the meeting, the team will have reviewed the regional presentation feedback, created a prioritize list of major service offerings for each region, a roll out timeline, and Action Plan.

Career Zone Regional Action Plan

The Action Plan is a suggested list of major next steps that the Career Zone management should consider during the Regional Vision Planning Meeting. The Action Plan is meant to serve as a tool for the group to begin a discussion on major next steps and to aid in the creation of a roll out timeline.