



Schools Curriculum Planning Needs Assessment Methods

- Survey -- conducted on a regular basis, such as annually
- Regional outreach -- staff in regions contact schools to collect input
- Provide method for Schools staff to suggest future training on IFAP or LMS sites (such as "send feedback" link)
- Provide a link on IFSAP/LMS for Schools staff to recommend training offerings
- Gather questions from customer service lines – request summarized data regarding customer service requests on a quarterly basis
- Add a section/question to standard course evaluations requesting suggestions for future training (compile these in the final report on each course)
- List serves -- national and/or regional
- Focus groups -- formal and informal
- Feedback via email
- Refer to agendas of all state and regional conference, which usually highlight the hot topics
- Refer to audit findings, compliance issues, and program review findings