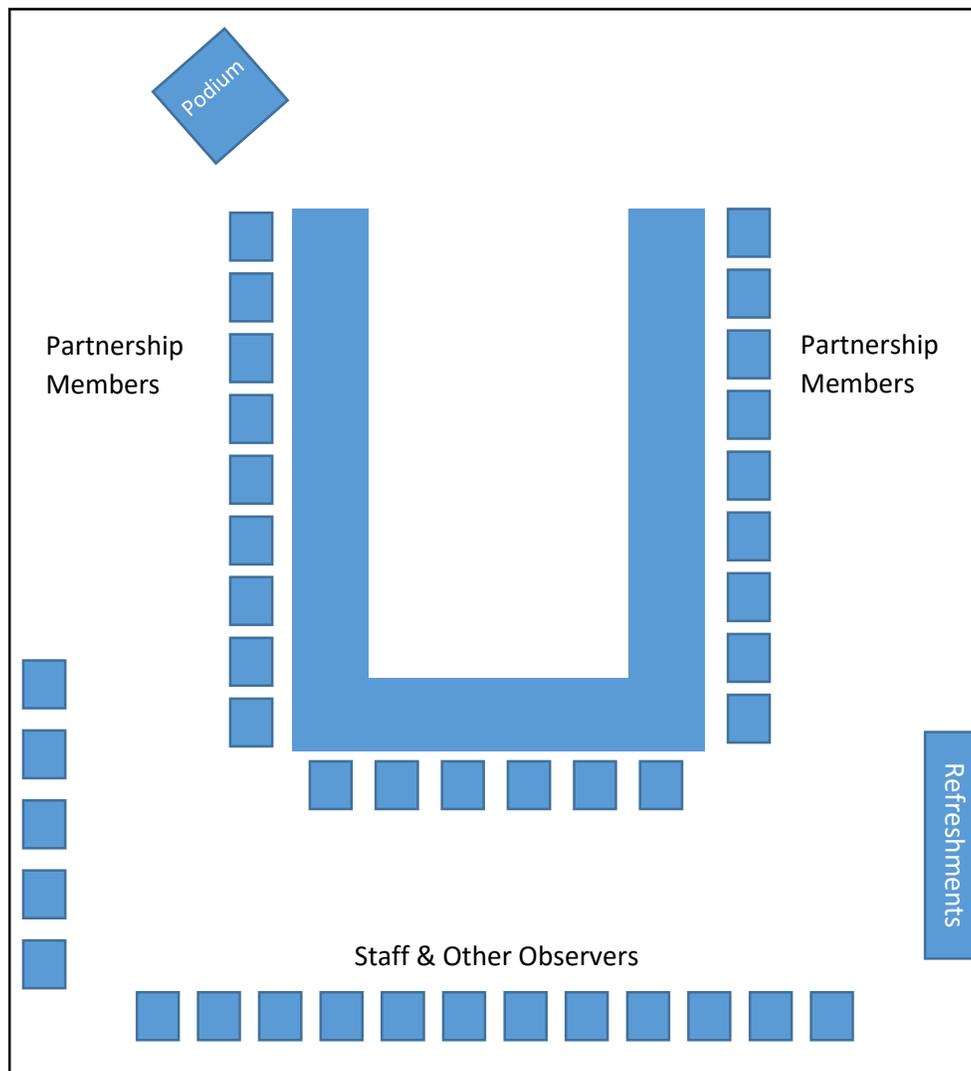


Appendix H. Needs Assessment Room Est-Up Example



The Room

The room should be set up to ensure a dialogue between the various parties. The best room set-up is a U shape with additional chairs located on the wall. Industry leaders will present on their workforce needs from the podium at the front.

Meeting Items

- Name tags for all attendees
- Table tents for all leaders sitting at the table
- Printed agenda and other meeting material
- Drinks and/or food
- Projector and computer
- Note taker