

Appendix J. Needs Assessment Meeting Worksheet Sample

[Distribute a worksheet like this for the workforce development, government, and education partners to take notes on during the needs assessment session. Collect these handouts from the participants and use them to guide the implementation strategy. Be sure participants know that these notes will be collected at the end of the sessions to guide in the implementation strategy.]

Needs Assessment Meeting

Feedback Sheet

January X, 201x

Please use this sheet to take notes during today's needs assessment meeting. We will collect these sheets at the end of the meeting and use them to inform the implementation plan

Name: _____

Company A

Company B

Company C

Company D

Summary

What themes stuck out the most today?

- 1)
- 2)
- 3)

What jobs appear to be in the highest demand?

Identify one solution or idea that can address concerns raised today?
