

Learning objective 2: Participants will demonstrate they know how to engage community partners in a needs assessment by contacting at least one person associated with an organization linked to each setting, prior to the June Institute.

**Preparing your community partners for a Needs Assessment- Action Planning Form**

<b>List Action Steps for Selected Objective</b>	<b>Evidence of Success</b>	<b>Person Responsible to Guide/Monitor</b>	<b>Notes</b>
<b>First Action Step:</b>			
<b>Next Action Step:</b>			
<b>Next Action Step:</b>			
<b>Next Action Step:</b>			

**Other Considerations: 1. Resources needed (people, money, materials and equipment)? 2. Research needed? 3. Potential barriers and solutions? 4. Meetings scheduled and dates 5. Action step completion dates**