

Activity 4.1: Needs Assessment Mini-Activities

Needs Assessment Overview

TIPS FOR TRAINERS



Suggested Use

Use these mini-activities as part of your presentation on *Needs Assessment Overview* to allow participants to apply what they have learned.



Time

Use of both mini-activities will add about 40 minutes to your presentation and discussion—about 20 minutes each. You can choose to use one or all the mini-activities.

If you have a group of 8 or fewer—the members of a Needs Assessment or similar committee—most of the discussion can be in the full group. If you are training a larger group, you may want to have initial discussion for 7-10 minutes in small groups, which will add a few minutes to the total time required.



Materials

- PowerPoint slide for each mini-activity (included in the Needs Assessment Overview slide deck).
- Handout for Participants: Needs Assessment Mini-Activities. (*Optional to distribute to participants at the beginning of your presentation.*)



Knowledge or Skill Development

Participant understanding of what needs assessment is, its importance to the HIV community planning process, and the content, purpose, and scope of each major component of needs assessment—basic knowledge and skills needed for a new PC/PB member or committee member to become actively involved in the needs assessment process.

Activity Steps

1. Review the mini-activities as provided and revise or “localize” them if needed.
2. During the presentation, when you reach a mini-activity slide, provide instructions to participants.
If the group is small (up to 8 people):
 - Ask the group to think individually about the situation and questions provided or to discuss them with one other person for 4-5 minutes.
 - Then begin discussion among the full group. Encourage as many participants as possible to provide input to the discussion.**If the group is larger:**
 - Ask participants to work with 1-2 other people if everyone is sitting around one big table. If participants are seated at small tables, have them work with the other people at their table.
 - Tell the groups to select a **recorder/reporter** to take notes summarizing the discussion for sharing the full group.
 - Have one reporter present first, then ask the others to agree, add, or offer alternative responses or approaches.
 - Invite discussion from the full group.
3. Address questions or issues raised by the discussion. You may find that some questions are best deferred until after the presentation/training session on Implementing Needs Assessment; if so, place them in a “parking lot” for later discussion.
4. Summarize the main lessons from the mini-activity, and continue with your presentation.



Activity 4.1: Needs Assessment Mini-Activities

HANDOUT FOR PARTICIPANTS

Needs Assessment Overview

Time will be taken at intervals throughout the presentation on *Needs Assessment Overview* to discuss one or more of the short scenarios and questions shown below.

Mini-Activity 1: Importance of Needs Assessment

Needs assessment can be expensive, and you have heard some PC/PB members wonder how important it is to spend money on reaching out to people living with HIV in the community about their service needs and barriers, when a lot of information about actual use of services is available from the recipient, and both consumers and service providers serve on the PC/PB.

1. If someone asked you why structured needs assessment to gather information from PLWH is important, what would you tell them?
2. What examples might you give to help convince them?

Mini-Activity 2: Needs Assessment Priorities

Your Needs Assessment Committee is planning next year's needs assessment. Based on your knowledge of the EMA or TGA:

1. What 3-4 populations in your EMA/TGA do you most need to better understand because they are disproportionately affected by HIV or seem to face special barriers to care?
2. What are some things you need to learn about their needs and about available services, in order to ensure that PLWH from these populations receive appropriate, high quality HIV care?