

## A few more things to remember when completing a needs assessment:

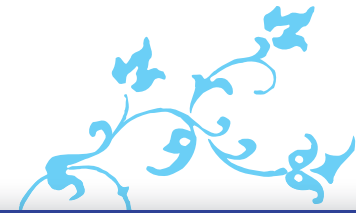
- Is there anyone you need to get permission from to complete the needs assessment?
- Who is going to do what in terms of collecting and analyzing the information gathered?
- What will you do with the information once it is collected?
- Is there a teacher or staff person who can help in this process?

Lastly, try to plan as much **FUN** in your event as you can — this will help get lots of people involved. Enjoy!

For more information, call *Health Connection* at 1-800-361-5653, TTY 1-866-252-9933

[www.york.ca/healthyschools](http://www.york.ca/healthyschools)

**York Region**



# Needs Assessment: A Tool for Secondary Schools



**Make choices today**  
**for a healthier tomorrow**

# So ... you want to do something fun to promote healthy living at your school.

Before you start, think about completing a *needs assessment*. A needs assessment helps you, or anyone organizing an event, better understand the needs or interests of your intended audience.

This checklist will help you find out what you need to know to plan a fantastic event and get a better picture of what types of health issues are important to students at your school.

## 1 Decide on the focus of your event or activity.

- Decide what you already know about health at your school.** What health topics or issues are students most interested in or deal with often? You need to know this before you plan your event. Knowing this will be helpful in creating an event to specifically match the needs of your audience.
- Decide what information you want to collect from students to help choose your health topic.** This might include their current knowledge level about the health topic in question, what they want to know about the health topic, and what they think about any event ideas you might have.

## 2 Who will participate and how will you gather the information?

- Decide who should participate in the needs assessment.** Which students can give you the answers to what you want to know? Usually it's the same people you want to participate in the event.
- Decide how (what method) you will collect the information you want.** You could do a survey, talk to staff and students, do class or online voting, OR you can access info already available like online articles, school library resources, student and teacher projects, and school health surveys.
- There are lots of surveys online if you need ideas on how to create your survey, or about what type of questions to ask those in your school. Check out [www.camh.net/research/osdus.html](http://www.camh.net/research/osdus.html)

## 3 Collect your info and see what the participants had to say.

- Complete your data collection.** Get out there and talk to the students in your school!
- Look at the results and see what health topics are most important to the students in your school.** What are the participants trying to tell you? How will their responses affect how you plan your event?

## 4 Use the results in the planning and delivery of your event.

- Use the results to start or make changes to your event plan.** This may mean changing the focus of your event so popular health topics (as reported by students) are the focus of your event.
- Complete the event and celebrate a job well done!** Hopefully you had a little bit of fun too.