

Learning Needs and Resources Assessment – *an example*

Vermont Weatherization Program

<p>Ask</p> <p>Who can offer you information that will help you better understand who needs what and why?</p> <p>How will you ask?</p> <p>What will you ask?</p>	<p>Participants - <i>through a survey</i></p> <ul style="list-style-type: none"> - Do you have reliable bandwidth? - Do you have easy access to a computer? - Do you have a cellphone? Which type? <p>Supervisors - <i>through email and Zoom meeting</i></p> <ul style="list-style-type: none"> - What is this group keen to learn? - Do you want access to the learners' outputs? - How do you communicate with your team? How often do you check in?
<p>Observe</p> <p>What or who can you observe that will help you better understand who needs what and why?</p> <p>Where is it?</p> <p>What will you look for?</p>	<p>Participants - <i>during weekly virtual staff meeting</i></p> <ul style="list-style-type: none"> - How are most people joining: by phone or computer? - How do they appear as a team? - How comfortable are they in the virtual space and with each other? <p>Supervisors - <i>through email correspondence</i></p> <ul style="list-style-type: none"> - How responsive and willing are they to work on this with us? - How are they most comfortable working together on this program? How open are they to a new way of working? <p>Client</p> <ul style="list-style-type: none"> - How willing was he to roll up his sleeve and work with the GLP team? - How does he prefer to communicate? Work? - How times of the day does he work? Communicate?
<p>Study</p> <p>What can you study that will help you better understand who needs what and why?</p> <p>Where can you find this information?</p> <p>What will you look for in it?</p>	<p>Organization</p> <ul style="list-style-type: none"> - Tech Manual (main content) - old and revised versions - Website - Responses from learners as they engage in the learning program <ul style="list-style-type: none"> - How thoughtful? - What questions do they have? - Are they engaging in all aspects of the course? - What seems to especially excite or interest them?