



# Professional Development Needs Assessment and Impact Analysis Instructions

## Purpose of Professional Development Assessment Tool

A CBA can be viewed as a systemic reform initiative for school counseling. In systemic reform, everyone needs to be trained. Professional development is central to successful paradigm shifts and preparing people to successfully navigate from one way of doing things to another. It is important to identify and address the professional development needs of key constituencies.

Two templates are provided to help you define the professional development needs of school counselors as they relate to a CBA and to assess the impact of having received professional development.

- The first template, “CBA Professional Development Needs Assessment,” will help you determine how confident you feel about performing tasks that are critical to the successful implementation of a CBA. This template is completed at the beginning and end of the school year. This allows you to compare your responses to help you determine changes in your professional development needs. The template also allows you to prioritize which types of professional development you wish to receive.
- The second template, “CBA Professional Development Impact Analysis,” enables you to reflect on the impact of a professional development opportunity after three months. This enables you to see the progress you have made and determine how your professional development opportunities can be improved.

## Instructions for Needs Assessment Template

The header rows for the professional development needs assessment contain five data elements

<b>My confidence level in performing each task is:</b>	<b>Pre-Code</b>	<b>Prtly</b>	<b>Post-Code</b>	<b>Prtly</b>
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The data elements are described in the table below.

Data Element	Description
My confidence level in performing each task is:	This column contains statements that reflect essential tasks in developing and delivering a CBA. The statements are divided into multiple tables with each table reflecting a primary component of a CBA.

## Professional Development Needs Assessment and Impact Analysis

Data Element	Description
<b>Pre Code</b>	<p>This is a pre- and post-survey. The Pre-Code column is used to assign your coded response at the beginning of the school year. The codes are as follows: 1 = Don't Have a Clue</p> <ul style="list-style-type: none"><li>- 2 = Can Complete with Supervision</li><li>- 3 = Can Complete without Supervision</li><li>- 4 = Can Manage the Process</li><li>- 5 = Can Teach the Process to Others.</li></ul> <p>The tables can be sorted to group responses once they have been entered.</p>
<b>Prty</b>	<p>This column enables you to specify the priority status of each item to help in planning your professional development program. Three codes are used:</p> <ul style="list-style-type: none"><li>- 1 = High Priority</li><li>- 2 = Medium Priority</li><li>- 3 = Low Priority</li></ul>
<b>Post Code</b>	<p>The Post-Code column is used to assign your response at the end of the school year, using the same coding structure. The same template is used for both the pre- and post-parts of the exercise so you have an easy means of comparing your responses.</p>
<b>Prty</b>	<p>This column enables you to specify the priority status of each item in your Post-Code column. The same coding structure is used as in the Pre-Code Priority column.</p>

The impact analysis portion of the template contains open-ended questions divided into two parts. The first part is completed at a training event and asks participants to document what results they expect to achieve in the next three months by applying what they learned in their practice. Part 2 is completed at the end of the three-month period.

### Instructions for Impact Analysis Template

This template is a follow-up questionnaire that assesses the impact of a specific professional development opportunity after three months. A separate template is used for each professional development opportunity in which you participate. The questionnaire is divided into two parts.

- Part 1 is completed on the last day of the professional development opportunity, focusing your expected impact from receiving the professional development.
- Part 2 is completed after three months (by the due date and submitted to the person specified in Part 1)

The questionnaire consists of open-ended questions. To enter your responses, place your cursor at the appropriate locations and begin typing. The page will expand as you type.