

GECC3430 Servant Leadership

Chung Chi College, The Chinese University of Hong Kong

Needs Assessment Proposal Guidelines

Write not more than 5 pages (A4 paper) of Needs Assessment Proposal.

A needs assessment is a systematic process designed to identify and address gaps between the current situation and desired outcomes. It enables organizations to understand what improvements or changes are necessary to achieve their goals and objectives. The process of conducting a needs assessment typically includes the following elements:

1. Identify Objectives

- What are some issues or potential problems encountered in the organization?
- Why might these be of concern?
- What are the potential risks if these needs are not addressed?
- How will addressing these needs improve overall performance or outcomes?

2. Identify Stakeholders

- Who are the key stakeholders, and why are they key?
- What issues do they care about?
- What are their perspectives, expectations, and preferences?
- What resources or support can stakeholders provide?

3. Review Literature and/or Existing Data

- What do we know about the current situation?
- Did previous literature or the existing body of knowledge provide hints about the current issue or problems?
- What are the missing gaps?
- What relevant studies or reports have been conducted previously?

4. Data Collection Plan

- What additional information do we need in order to determine the needs?
- What methods shall we use to conduct the needs assessment?
- What would be the major contents/areas to explore?
- What questions or instruments will be used for data collection?
- Who will be responsible for collecting and analyzing the data?
- What timeline will we follow for the data collection process?

5. Cross-Disciplinary Collaboration

- How will you work as a cross-disciplinary team?
- How might each of you offer unique contributions to the project?
- What synergies are expected from this cross-disciplinary combination?

6. Bibliography

- What books, reports, and articles did you use as the knowledge base for your study?
- Compile a reference list using an academic referencing style (e.g., APA, MLA, etc.).

References

1. Greenleaf, R. K. (2002). *Servant leadership: A journey into the nature of legitimate power and greatness*. NY: Paulist Press.
2. Sleezer, C. M., Russ-Eft, D. F., & Gupta, K. (2014). *A practical guide to needs assessment* (3rd ed.). CA: John Wiley & Sons.
3. Stefaniak, J. E. (2020). *Needs assessment for learning and performance: Theory, process, and practice* (1st ed.). NY: Routledge.
4. Wheeler, D. W. (2012). *Servant leadership for higher education: Principles and practices*. CA: Jossey-Bass.