



Comprehensive Local Needs Assessment (CLNA) Process Overview

Training Module

Prepared by the Division of Career and Adult Education

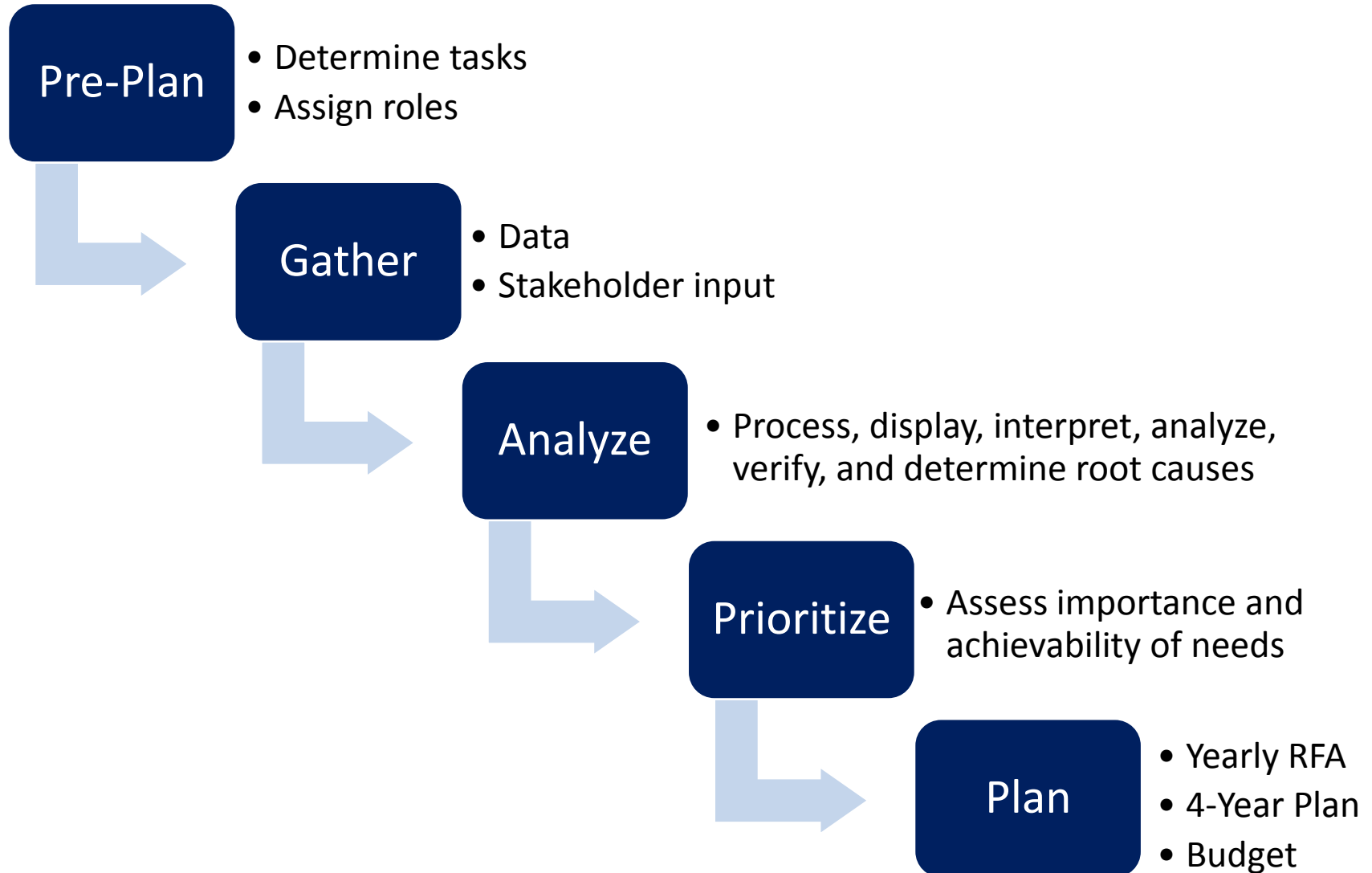


CLNA Presentation Overview

This webinar will cover CLNA:

- **Process overview**

CLNA Process Overview



Pre-Planning As a Leadership Team

- Create a CLNA leadership team and make assignments
- Determine local, personalized priorities and purposes for the CLNA
- Devise a timeline of major CLNA events
- Identify data sources and analysis techniques
- Determine strategies for stakeholder engagement and regional collaboration

Data Analysis

Examples:

- Student performance, equity, and access
- Labor market information
- Information on programs, and faculty and staff

Look for:

- Patterns
- Trends
- Gaps
- Disparities

Dig deeper by:

- Corroborating results
- Performing root cause analysis

Stakeholder Consultation Means:

- **Involve** stakeholders as active co-creators of policies and programs.
- **Inquire** for input on CTE weaknesses, strengths, opportunities, and barriers.
- **Inform** stakeholders on a host of topics throughout the consultation process – the CLNA process, what CTE is, how they can get involved, etc.
- **Inspire** stakeholders about the importance of CTE as a critical means of shaping student’s career trajectories and the labor market.



Reference:

<https://www2.ed.gov/about/inits/ed/implementation-support-unit/tech-assist/framework-communications-engagement.pdf>

Example Stakeholder Engagement Strategies and Opportunities

- **Input Through Existing Events** - professional development, advisory meetings, CTE showcases, PTO meetings, CTSO events, etc.
- **Planned Discussions** – regional summit, roundtable, focus group, work group, listening session, classroom discussions, etc.
- **Digital surveys** – social media/blog, website, newsletter/listserv, e-blast, etc.
- **Webinars**
- **Paper surveys** - direct mail or in-class or in-meeting dissemination
- **Personalized emails**
- **Phone conferences**

Root Cause Analysis

Investigate further to identify causes of the effects made known through data analysis and stakeholder engagement

- Interview experts and stakeholders on causes
- Corroborate results with additional data sources
- Read evidence-based research
- Brainstorm possible causes using:
 - The “Five Whys” technique
 - Fishbone diagramming

Prioritization of Results

- You will not be able to address all identified needs
- Strategize how you wish to accomplish high-priority and medium-priority needs in your short-term and long-term planning

	Low Achievability	High Achievability
High Importance	<p>Medium Priority Where possible, address in your long-term plans.</p>	<p>High Priority Address in your short-term plans.</p>
Low Importance	<p>Low Priority Maintain a record of these.</p>	<p>Medium Priority Where beneficial, address in your short-term plans.</p>

The Start of Your RFA – Identifying Solutions to Your Needs

Create Solutions

- Analyze issues as a leadership team to come up with solutions
- Consult stakeholders on viable options

Find Solutions

- Read evidence-based research to find effective interventions
- Ask similar agencies regarding what they have tried, are trying, and what has been effective

For More Info:

- **Visit:** <http://www.fldoe.org/academics/career-adult-edu/Perkins/clna.shtml>
- **Email:** Perkins@fldoe.org



www.FLDOE.org



www.FLDOE.org