**Knowledge Management Road Map**

**Step 1: Assess Needs**

**Sample Agenda**

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| **Agenda** |
| **Time** | **Session and Description** | **Supporting Resources** | **Approximate Time Needed** |
| 9:00–9:35 | Pre-session evaluation  | * Expectation Board
* Audience Response System
* Question Bank
 | 35 min |
| 9:35–9:50 | Introduction to Assessing Needs | Slides  | 15 min |
| 9:50–10:20 | Methodologies for Conducting a Needs Assessment  | Slides | 30 min |
| 10:20–10:50 | Exercise: Exploring Questions and Data Collection Methods for Needs Assessments  | Exercise Guide  | 30 min |
| 10:50–11:10 | Tea/coffee Break | 20 min |