More details on the report writing process

[00:00:04] **Robin:** There are several facets to the production of a needs assessment report. Some are relatively universal while others are more specific to the context in which the reports has been produced. This encompasses the nature of the needs assessment service

that's an organization is delivering. And the individual working style of the author of the reports.

A needs assessment reports is typically produced from a Microsoft word template, which would typically be tailored to suit the context in which the assessments are being delivered. As a needs assessor gains experience, the assessor would develop a production process that builds upon their note-taking style

and that matches their cognitive strengths. Some needs successes start work on the reports only after the assessment is finished. Typically after having taken notes by hand, unless the assessor is capable of taking very detailed notes or the assessor is using a supplementary method of information capture such as an audio recording.

There would be a significant reliance on memory when the assessor is documenting the detail of the discussion in the reports. Alternatively, and assess the capable of typing detailed notes during an assessment might begin the production of the reports before the assessment has commenced using the pre-assessment information provided by the disabled person.

While this can lead to a considerable reduction in the duration of the report writing process. After the assessments, the principal challenge with this way of working is to ensure that the note taking process does not interfere with the fluidity of the discussion during the needs assessment much depends upon the typing speed of the needs.

Although the formality of the language and phrasing used within the reports may vary to a degree, depending on the needs, assessors writing style and the requirements of the organization for which they are working. There are some areas of writing style that can be standardized in pursuit of best practice.

This may include avoidance of terms that can be perceived as pejorative or judgemental, such as bad or poor. The use of direct quotation of the disabled person's description of their own difficulties taken from either the pre-assessment form or the needs assessment interview and the avoidance of technical jargon, which can make the reports as easy to read as possible. Consideration of the accessibility of the reports extends beyond the manner in which the information is expressed.

The presentation of text on the page can also be an important factor in ease of reading. It's can be helpful to avoid large paragraphs of continuous text where possible. While double line spacing or bullet pointing could also be used to break up the information, making it easier to follow. Aside from the accessibility of the reports.

There is also an aesthetic value to the presentation of the information within it. The impact of which is less trivial than it might first appear the most obvious impact of the appearance of the report is what it communicates about the level of care and consideration that has gone into writing it. A well presented reports exemplifies the professional standards of the author and the organization for which they are working, but can also communicate a sense of worth and dignity to the person for whom it has been written.

Disabled people are often positioned on the margins of society. Particularly when they have a disadvantageous socioeconomic status. It can be difficult for someone in this position to feel that they are valued by society while the failures of social and cultural infrastructure can regularly subject a person with a disability

to indignities that are not experienced by the majority. The purpose of a needs assessment is to help a person to overcome disability related difficulty and this is predicated on the unspoken and underlying presumption that it is valuable to do so. This determination is born of the recognition.

That the individual is not defined by their disability, that they have value, agency and potential that are not inescapably bound by their disability and that's by breaking down the obstacles associated with the disability, the individual may flourish. In many cases. The needs assessment interview is the first time that's the person has discussed and reflected upon their disability, particularly with a third party whose sole focus is the improvement of the person's capability and quality of life. Where it is successful,

the assessment interview can be cathartic and empowering and can work towards a restoration of the conference, self-worth and dignity that's may have been worn down by a lifetime of feeling invisible within society. A well presented needs assessment report can build upon this, fundamentally communicating to the person that they are worth the time and attention that it has taken to produce.