

Instructions for Using the Self-Assessment Tool

1. **Bring together** a team of key stakeholders to complete the self-assessment tool.
2. **Distribute copies** of the document, then ask each participant to spend a few minutes filling in the self-assessment tool.
3. **Using dot stickers** or some other type of marker, ask everyone to record their answers on large chart paper so that the group can see how everyone responded to each question. This approach allows everyone to see the collective responses without the need for additional copies.

See the “**Large Chart**” version of the self-assessment questions (which has one question per page).



4. **Review the collective results** as a group. Consider these questions:
 - What overall patterns do you see?
 - Where do people differ in their overall assessments of the current situation?
 - Discuss their reasoning behind their responses. Keep in mind that the goal is to deepen the group’s understanding of why the differences of opinion might exist; agreeing on a rating is not essential.
5. **Discuss as a group** what you see as the biggest gaps or priorities to address in the near future. Consider the existing resources that could be leveraged to address these priorities. If needed, use the dot stickers, or take a hand vote to identify the top three to five priorities for action. Then discuss the following questions to help you develop the next steps.
 - Who needs to be involved in advancing these priorities?
 - What are immediate next steps?
 - Who can take responsibility for ensuring follow-up occurs?
 - Outline a clear plan for moving forward, including deliverables, timelines, key groups involved, and who owns each piece.
6. **Determine how to stay in communication** with each other about progress on the next steps and decide whether a follow-up meeting is needed.