WORKFORCE RESET

A Playbook for Workforce and Employer Resilience

SKILLS DEVELOPMENT NEEDS ASSESSMENT CHECKLIST

- [ ] What are your business' goals over the coming months?
- [ ] What needs to change in your business to meet these goals?
- [ ] What competencies (skills/knowledge/attitudes) do your staff need?
- [ ] What competencies do your staff currently have?
- [ ] What skills development (education, training, reskilling) will help you close these training gaps?
- [ ] What are the options for how you develop the needed competencies in your staff?
- [ ] Will your business do this itself or outsource training? If the latter, what are the sources of needed skills development?
- [ ] What are the implications of the pandemic for the 'how' and 'who delivers' the skills development?
- [ ] How will this skills development help the business respond to the challenges of the pandemic?
- [ ] How often will you need to repeat the training needs assessment process?

NOTES