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Steps to Identifying Skills Gaps in Your Organisation

An organisation with insufficient staffing will be unable to stay current with market demands, driving sales (and revenues) to better-outfitted competitors across town or across borders. And individuals lacking the skills they need to do the job right impose a major drag on corporate productivity.

HOW TO CONDUCT A SKILLS GAP ANALYSIS

To make your workforce as competitive as possible for what's coming, you need to analyse your company's skills needs and the skills currently held by your workforce. Here's a step-by-step process:

1



Align Goals

Start with your company strategy. Identify company goals to understand what roles will be needed in the near-term and far-term.

2



Identify Roles

Document the roles required for reaching those goals. Develop this list of roles with your internal brain trust or turn to an openly available resource, such as "The Future of Jobs Report," from the World Economic Forum.

3



Skills You Need

Create an inventory of skills for each role. Some countries publish official classifications of occupations, describing the skills needed for each. You can also use job listings from LinkedIn, Indeed, or recruitment firms who specialize in this. Next, prioritise them by type of skill and level of mastery.

4



Skills You Have

Inventory the skills your employees already have. There are lots of options to compile this data: Go through employee reviews, inventory certifications, do observations, test, perform 360-degree reviews, role play, benchmark against top performers and use specialised software to evaluate staff.

5



Find the Gap

Perform your skills-gap analysis. Compare the skills you need from staff against the skills they possess. The difference between those two elements is the skills gap you'll be bridging.

6



Close the Skills Gap

Develop and implement a flexible, just-in-time training program that uses a combination of rapid training development, blended learning and social/peer support.



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