JOBS AS SKILLS

STEP 1 — List 5 skills necessary to achieve the task.

STEP 2 — Label each skill in Step 3 and Step 4.

STEP 3 — Technical
Soft/Trait
Physical

STEP 4 — Trainable
Required
Alternative
Preferred

TASK

TRAINABLE? — List How? In-house training or outsourced?

REQUIRED? — List Why? Safety? Law? Specific to the job? Level of position?

ALTERNATIVE? — List What? Can you look for another skill instead or in addition to?

PREFERRED? — List Value to Who? Job? Team? Company? Look at overall fit.

TRAINABLE? — Consider the cost and long-term benefit. Understand the reason(s) why skills are not trainable.

REQUIRED? — Confirm still necessary and ask why?

ALTERNATIVE? — Consider volunteer skills and in what other occupations are these skills acquired?

PREFERRED? — Confirm who benefits the most. It should not be the job.

FOR EACH SKILL

List Where? Where can the skill be acquired? Think outside the box. Think outside your industry.

FOR EACH ROLE

Put the skills list together. Cross out duplicates. For similar skills, decide which one is most important. Design training and development plans - include upskilling and reskilling.

Review the skills map and training plan regularly to account for business changes.

INCLUSIVITY

Ensure "required or preferred" skills are not exclusionary to minorities, veterans, people with disabilities or other underserved talent.

Talents ASCEND

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