

Skill Gaps Analysis

Conduct a skill gaps analysis at the beginning of the program to understand where your learners stand on critical skills to bridge the gap between what they already know and what skills are required to be successful in their new role. Use the quiz and survey builder feature in the BizLibrary LMS to create a quick analysis, or you can use the provided template at the bottom of the page.

Encourage program members to edit their learner profile by choosing the correct role and topics that interest them to allow the BizLibrary recommendation engine to display relevant courses. Elective learning allows learners the opportunity to explore additional topics that are interesting to them.

If you're using a blended learning approach by assigning curriculum in both the classroom setting and online, you can easily track progress through Learning Initiatives and Qualification tracking in the BizLibrary LMS. You can even associate a Qualification with Learning Initiatives for added program organization.



BENEFITS

- 1 Using a skill gaps analysis helps create a more focused and personalized approach to training.
- 2 Qualification tracking and reporting create efficiency and organization.
- 3 The quiz and survey builder feature make it easy to measure the results of company specific learning.

EXAMPLE

There is not a standard way to conduct a skill gaps analysis because each analysis will differ depending on industry, individual, organizational, and program and departmental goals.

Here's five suggested steps and strategies to take when creating a skill gaps analysis:

1. Plan

Who you'll be communicating with to identify and evaluate skill gaps with your new manager from an individual level and team level. Use this time to create goals and KPI's you can use to later measure success

3. Anticipate

Future industry trends and skills needed for new managers to be successful. Communicate with upper leadership to understand new initiatives your organization has planned for the coming year to include relevant topics in your curriculum. This could include insight on soft and hard skills needed for role success.

2. Identify

The critical skills your learners need to be successful. See top competencies page for more information

4. Conduct

Your skill gap analysis through assessments, peer evaluations, and interviews with other employees. Use the results to understand both the strengths and weaknesses of your new manager.

5. Analyze

The information gathered from the skills gap analysis and use it to personalize curriculum.