SKILLS CHECKUP

THE CENTER FOR PROFESSIONAL DEVELOPMENT

01 / ASSESS

1 Start with your business priorities

Use what you already know about your people and your organization.

Organization / team: _____ **Date:** _____

What are your top 2-3 business priorities over the next 12-24 months?

What skills will help your team deliver on those priorities?

Include technical skills and people skills such as leadership, communication, and adaptability.

Where do you already see opportunities to strengthen or expand skills?

Think about upcoming responsibilities, changing tools, team feedback, and customer needs.

Which strengths should your development plan build on?

Discuss with: [ ] Department leaders [ ] Supervisors [ ] Employees [ ] Other

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02 / PRIORITIZE

2 Choose where development will matter most

Focus on a few opportunities rather than trying to address everything at once.

For each opportunity, consider its business impact and urgency.

Impact: H = high, M = medium, L = low. Urgency: N = now, S = soon, L = later.

SKILL / DEVELOPMENT OPPORTUNITY	WHO / WHICH TEAM?	IMPACT	URGENCY

What evidence will tell you that training made a difference?

Examples: fewer errors, faster workflows, stronger team communication, more confident supervisors.

Select your top priorities for action:

1. _____

2. _____

3. _____

TIP: A high-impact, near-term need is often a good place to start.

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03 / ACT

3 Turn priorities into a practical plan

Choose a training approach that fits your people, schedule, and goals.

Priority skill / team:

What would successful application look like back on the job?

What learning format fits best?

- ☐ Short course
- ☐ Certificate program
- ☐ Customized team training
- ☐ Coaching / mentoring
- ☐ Other: _____

Who will lead this effort?

Target start date: **Check-in date:**

How will you know the training is working?

First next step:

A PARTNER FOR YOUR NEXT STEP

You know your business, your people, and your priorities.
The Center for Professional Development can help explore training options that fit your goals. Bring this worksheet to a conversation with CPD.