**Strategic Skills Needs Assessment**

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| **Question** | **Yes/No** | **Evidence** | **Action** |
| 1. Do we understand what skills development will be required to support service transformation plans, changes to business models and working practices? |  |  |  |
| 2. Do we understand how having the appropriate skills mix in the workforce contributes to the overall strategic direction of the organisation? |  |  |  |
| 3. Are there systems in place to regularly review the skills required for the workforce? |  |  |  |
| 4. Do we have strategies in place to support the development of the emerging skills needs, which ensure our workforce is equipped for the future? |  |  |  |
| 5. Is there a corporate plan that reflects the skills development required to ensure the successful direction of our business? |  |  |  |
| 6. If so, do we communicate the priority development requirements for our organisation in these business plans? |  |  |  |
| 7. Do leaders and managers understand that they can and should take ownership for ensuring the right skills mix? |  |  |  |