

Employee Skills Matrix

First up you will need to do a FILE>SAVE AS and rename this template file (with a different name), make sure you save to an easy location to remember (Desktop for example). Once this is done you can now customize your template to suit your business!

The Employee Skills Matrix Works like this...

1. We begin with listing all of our employees who will be covered by the skills matrix (see column D of the Excel spread sheet).
2. Next list up all the skills required in your department/team/area across the top of the skills matrix (see rows 35 & 36 of the Excel spread sheet).
3. Add more columns and rows as required, carefully copying the embedded formulas as you go.
4. Now systematically go through each employee and compare them against each skill requirement. Using the criteria as follows:
 - 1 = No Training Required
 - 2 = Training Required
 - 3 = Currently Being Trained
 - 4 = Trained in This Area
 - 5 = Skilled Enough to Train Others
5. When developing your skills matrix you will need to do the following:
 - Clearly identify the job responsibilities of your employees, what is it exactly that they do? In this first important step, if you are not clear STOP! Do they have a job description? If no then develop one for them, if they have never had a job description before they would probably welcome the thought of their roles and responsibilities being written down for them!
6. Now you are building a process of continual quality improvement and over time a possible competitive advantage that you can market to your customers!
7. This will now crystallize their thinking and yours around how each person's role dovetails into the bigger picture of the organizations goals and objectives. This is called 'cascading goals' whereby the goals for the overall business are achieved across the various departments of the organization.
8. Review and update the employee skills matrix as often as required, minimum monthly, to keep updated on employee development and progress towards training objectives set.

For more information go to:

<http://www.umacs-business-solutions.com/employee-skills-matrix.html>