

Use this template to help you to identify and document the profile of your current workforce and the profile of your projected future workforce, then analyse the 'gap' between the two workforces and develop strategies that you can put into place to 'fill' the 'gap'.

Context and environment

What are your future goals for your business, e.g. introduce new products/markets or marketing techniques etc?

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How will these future goals affect your workforce?

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What external challenges are currently being faced or likely to be faced by your business or industry in the future? (For example skills/labour shortages, attraction and retention issues, change in technology, economic conditions, organizational budgets).

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What is your current workforce's capability and capacity to deliver products and services?

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What is your current workforce's capability and capacity to deliver future products and services?

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Now use the information you have identified from completing the questions about your projected future workforce needs to help you to document a workforce **skills profile** for your projected future workforce.

MY FUTURE WORKFORCE SKILLS	
Functional skills	
What will be the main functions of our business in the future?	
What will be the common skills required for each function?	
Core skills	
What will be the core skills required for everyone in our business in the future?	
Job skills	
What will be the main job roles in our business in the future?	

What will be the specific skills required for each job role?	
What are the gaps between our current workforce profile and our future workforce needs?	

Gap Analysis

Identify any gaps that exist between your current workforce and your projected future workforce needs. What are the key areas that require action to move your business from where it is now to where you want it to be in the future?

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