Conducting workforce audit to identify existing gaps essay

Conducting a workforce audit involves designing audit tools that are important in identifying the skills the skills that your organization has and comparing them with the competencies that are required in order to accomplish the objectives and goals in relation to the organizational function (Storey 142). This comparison is essential in identifying the gaps between current abilities and immediate and/ or future goals.

The first step in conducting a skills audit is to list the competencies required to perform a given job function to accomplish the objectives and goals of an organization at present and in the future using the skills audit template as a starting point. The template outlines the competencies described in the company's education and training needs. A review of the current competencies outlined in the outline is necessary and make amendments and any other applicable competencies necessary in addition to any other requirements that might deem necessary in the future. This is followed by completing the required skill levels in your organization's planning, training, and recruitment function for each of the identified competency in the ' Need Now' and ' Require in the Future' columns using the Planning Competencies Scale as follows:

- Skill is not required

- Basic skills

- Average skills

- Advanced skills

The second step is to prepare separate Employee Planning Function Skills Audit form for each employee in your planning function. It is important to

make changes to the competencies in your template to those identified in step one. This is followed by completion of separate form for each employee using the Planning Function Competencies Scale presented above (Sims 40). Emphasis should be on the ability and competencies of each individual employee to undertake the outline areas. Reviews the capability of each employee in each competency areas identified and identify the level of their skills.

The final step involves summarizing the skills audit results for planning function of employees and identifying the total currently available skills, skills that are needed now and in the future.

The necessary actions and documents for correct recruitment procedures

The necessary documents for correct recruitment procedures include and inventory of employee needs of every department, section, and division in your organization. Coming up with such document requires regular inventory of such needs at least once a year. Other documents required for the correct recruitment procedures include job specification and person specification. Accurate documentation of these specifications is essential in ensuring that you get the correct person to fill the vacant position. The police also possess important criminal records that employers may use. The Criminal Records Bureau has vital information that employers can use to assess the criminal records of potential employees.

The necessary actions required to ensure correct recruitment procedures include ensuring that the identification of the training needs integrate across

the organization, anticipation of future needs, development of monitoring techniques, investigation of unexpected problems with care, identification of level of needs, considering the type of training that will be most appropriate, and taking the necessary actions.

What to take into account when doing training needs analysis

Conducting a training needs analysis is the first step in the training process and it is essential to ensure a successful program. Training needs analysis is conducted with the aim conducting an analysis to determine if training is the best solution and come up with the type of training that is needed to fill the gap (Ivancecich 243). In some cases, this step is usually disregarded for reasons such as lack of perceived value or time constraints by the management. What to take into account when conducting training needs analysis include factors such as time, money, resources available, goals and objectives of your organization, the required skills and knowledge, the number of employees, size of the organization, performance issues, causes of performance issues, solutions that will help solve the problems, and the desired results. a training needs analysis is necessary when a gap exist between what is required of an employee to perform their duty competently and the skills they actually have.

Training need

The various types of training and learning available for staff

Results from the training needs assessment and analysis helps in identifying training and learning available for your staff to meet your improvement and

growth aims. There exist a variety of training methods and objectives available. When deciding on the types of training to provide, it is important to consider whether it will be provided in-house by staff members or externally by an external trainer. It is essential to consult with employees and consider the advantages and disadvantages of each option.

There exist numerous potential pros in conducting external training as compared to conducting it in-house. External training provides access to most up-to-date knowledge and specialist expertise of industry regulations and standards. It also brings in new approaches and ideas, which can replenish your business and add value.

For internal training, available training for staff includes:

Induction – this helps new employees to settle in

Coaching – managers talk with employees through sessions of coaching

Mentoring – senior members of the staff provides support and guidance to junior employees

Job shadowing – junior employees observing others work

External trainers might provide:

Distance learning – most of these courses are provided online, also referred to as e-learning

Online learning – internet based learning that employees can do in the workplace or at home

Evening classes – training sessions provided in the evening after normal working hours

Workshops – training employees in group

Training at the organization

Works Cited:

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