**Skills Gap Analysis Project – Kick-Off Meeting**

23 January 2020 – (time, location?)

**Meeting Agenda**

1. Introductions
2. Discuss the need for the Project, Definition of terms
3. Present the Project goals and expected outcomes
4. Present the Project phases and timeline
5. Identify Project expectations
6. Select which occupation(s) will be the focus
7. Confirm date for Phase One: Analyze the Current Duties, Tasks, Prerequisites
8. Discuss requirements for Phase Two

**Project Introduction**

Here’s a brief statement that introduces the Project. For a variety of reasons, jobs are undergoing constant change and becoming more complex, particularly in the manufacturing sector. Managers face the two-fold challenge of knowing in advance which aspects of jobs will actually change and ensuring that workers possess the knowledge and skills to meet the new job requirements.

However, most information on the the changing nature of jobs is presented from a broader perspective, that is often more useful for policy discussions. Discussions about the changing nature of jobs in a specific context is relatively limited, and is much needed to advance research and practice.

The purpose of this Project is to demonstrate and learn how to conduct a skills gap analysis. Skills gap analysis is the process of identifying how jobs will change and planning how to address the changes.

Phase One: Analyze the current job

Phase Two: Analyze the forecasted job

Phase Four: Prepare skills gap action plan

Phase Three: Analyze the skills gaps

The overall goal of the Project is to help companies use the Process to more reasonably manage the changing job requirements in their companies.

**Phase One: Analyze the Current Job**

1. Identify the subject-matter experts (SMEs) to serve on job analysis panel: job incumbents, quality, safety, supervisors, HR
2. Bring together the SMEs for a one-day group process
3. Provide an orientation to the group process: Purpose, Process, Definitions, Outputs, Rules
4. Respond to the 1st prompt question: What are the **current** major activities (duties) of this job?
5. Post responses for group discussion and consensus
6. Present the 2nd prompt question: What are the **current** tasks within each duty?
7. Post responses for discussion and consensus
8. Present draft chart for panel review
9. Present the 3rd prompt question: What are the **current** prerequisite knowledge and skills, resources used on the job, and key terms?
10. Prepare draft **current** job chart
11. Obtain final SME and management approvals

**Expectations:**

1. Review of the pre-read materials – On-site
2. Make available one or more individuals to serve on SME panel for one day – off site
3. Review draft job analysis chart – on site
4. Collect revisions from resident experts and management – on site
5. Obtain sign-offs on final job analysis chart – on site

**Phase Two – Analyze the Forecasted (Two Years from Now) Job**

1. Identify the subject-matter experts (SMEs) to serve on job analysis panel: supervisors, senior management, vendors, customers, HR
2. Bring together the SMEs for a one-day group process
3. Provide an orientation to the group process: Purpose, Process, Definitions, Outputs, Rules
4. Respond to the 1st prompt question: What are the **forecasted** major activities (duties) of this job?
5. Post responses for group discussion and consensus
6. Present the 2nd prompt question: What are the **forecasted** tasks within each duty?
7. Post responses for discussion and consensus
8. Present draft chart for panel review
9. Present the 3rd prompt question: What are the **forecasted** prerequisite knowledge and skills, resources used on the job, and key terms?
10. Prepare **forecasted** job chart
11. Obtain final SME, management, and staff approvals

**Expectations:**

1. Review the pre-read materials
2. Identify and make available one or more individuals to serve on SME panel for one day – off site
3. Review draft job analysis chart – on site
4. Collect revisions from senior management – on site
5. Obtain sign-offs on final job analysis chart – on site

**Phase Three: Analyze the Skills Gaps**

1. Identify individuals to review the job analysis charts
2. Review current and forecasted job analysis charts
3. Identify changes between forecasted job and current job charts: duties, tasks, and prerequisites
4. Complete Skills Gap Comparison table
5. Obtain management and staff approvals

**Expectations**

1. Review the pre-read materials – On-site
2. Identify and make available one or more individuals to serve on review panel for one day – Off site/On-site
3. Review the job analysis charts – On site
4. Complete the Skills Gap Analysis table – On site
5. Obtain sign-offs on final job analysis chart – On site

**Phase Four: Prepare Skills Gap Action Plan**

1. Identify stakeholders to develop the plan: HR, HRD, safety, quality
2. Review the forecasted duties and tasks
3. Identify areas of prerequisite knowledge and skills for each task
4. Prepare Skills Gap Inventory based on prerequisites and tasks
5. Administer Inventory to stakeholders
6. Summarize the results of the Skills Gap Inventory
7. Complete the Skills Gap Plan

**Expectations**

1. Review the pre-read materials – On-site
2. Identify and make available one or more individuals to serve on review panel for one day – Off site/On-site
3. Identify the forecasted knowledge and skills for each task – On site
4. Prepare the Skills Gap Inventory – On site
5. Complete the Skills Gap Plan – On-site
6. Obtain sign-offs on the Skills Gap Plan – On-Site