



# **Skills Development Facilitator**

## **Handout 5**

### **Action Plan Example**

**Example of an action plan for the Skills Audit:**

<b>ACTIVITY</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>FROM</b>	<b>TO</b>	<b>FINAL DUE DATE</b>	<b>SIGNED OF BY SDF</b>
Identify jobs and job categories as well as employees per job					
Identify employee profiles in terms of race, gender, disability and job category					
Identify employees who should be involved in the skills audit process					
Develop documents to record the information					

Identify the applicable period					
Identify skills requirements of jobs and skill profiles of employees – perform the skills audit					
Record the results of the skills audit					
Identify the training needs					