

Handout I - Example of an Action plan for the Skills Audit

ACTIVITY	PERSON(S) RESPONSIBLE	FROM	TO	FINAL DUE DATE	SIGNED OF BY SDF
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					

