Peoplyst®

Upskilling Plan Template

Upskilling your workforce is a critical step toward staying competitive and adapting to a rapidly changing world. This template is designed to guide you through the process of identifying, planning, and implementing upskilling initiatives in your organization. Use this template to think through and apply each step, ensuring your team is equipped to handle future challenges and opportunities.

Step 1: Identify Business Evolution Needs

Task	Tools to Use	Action Plan
Analyze market trends	• Industry reports • Competitive benchmarking	Identify areas where the business must innovate or improve.
Assess organizational priorities	• Leadership workshops • Strategic planning sessions	Define the key areas for growth or transformation.
Evaluate customer expectations	• Customer feedback surveys • Market research reports	Align business evolution needs with customer demands.

Step 2: Identify Skill Gaps

Task	Tools to Use	Action Plan
Define key business objectives	• Strategic planning frameworks (SWOT Analysis) • Leadership workshops • Market research reports	List key business objectives and associated skills.
Identify required skills	• Skills assessment tools • Industry benchmarking	Conduct a skills gap analysis and document findings.

Step 3: Set Clear Goals with the GOALS Framework

GOALS Framework	Example
Growth-Oriented	Train team members on data analytics to prepare them for leadership roles in digital projects.
Observable	Measure success by the number of team members who complete certifications in analytics tools.
Action-Driven	Break down training into milestones: introductory webinars, tool training, and assessments.
Limit-Crushing	Challenge team members to create a real-world project using their newly learned skills.
Shared	Assign team projects requiring cross-department collaboration to practice new skills.

Action Plan

- Define training objectives using the GOALS framework
- Assign deadlines and responsible teams

Step 4: Create Tailored Learning Plans

Learning Approach	Examples	Action Plan
Online Courses	Platforms like Coursera, Udemy, or LinkedIn Learning	Choose learning formats that suit your team's needs.
Instructor-Led Workshops	Hands-on sessions led by experts	Develop a training schedule and assign resources.
Mentorship Programs	Pairing employees with mentors	Implement mentoring programs for personalized learning.
Job Shadowing	Allow employees to observe experts on the job	Schedule shadowing opportunities for hands-on experience.

Step 5: Invest In Technology

Technology Option	Purpose	Action Plan
Learning Management Systems	Manage and track employee training progress	Research and select an LMS, or HRIS with an LMS integration, that fits organizational needs.
Communication Tools	Support remote and team learning	Train administrators and users on how to use the tools.
Assessment Platforms	Measure employee skill improvement	Evaluate options using a comparison table and select the best fit.

Action Plan

- Select tools to streamline training and assessment
- Train staff on the selected platforms to maximize use

Step 6: Foster A Culture Of Learning

Task	Ideas to Encourage Learning
Recognize skill development	Develop an internal recognition and reward program.
Provide time for training	Schedule dedicated learning hours during the workday.
Incorporate learning into reviews	Include upskilling goals in employee evaluations.

Action Plan

- Celebrate milestones and successes
- Regularly review learning goals with employees

- Track and analyze data regularly
- Refine training programs based on results and feedback

Step 7: Measure & Adjust

Metric	Tracking Tool	Action Plan
Employee participation rates	Progress-tracking spreadsheet or dashboard	Monitor and document participation over time.
Performance improvements	Key performance indicators (KPIs)	Measure how training impacts business performance.
Employee feedback	Surveys and feedback forms	Adjust training strategies based on responses.
Business outcomes	Financial or productivity metrics	Review and optimize based on results.

Action Plan

- Track and analyze data regularly
- Refine training programs based on results and feedback