

Checklist

How to Upskill and Reskill Your Workforce

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Don't let your workforce's lack of skills be the reason your business falls short of its goals. **This checklist will help you build an effective upskilling and reskilling program that will empower employees, boost productivity, and drive tangible ROI.**

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1. Evaluate Your Skills Gap
2. Create a Modern Learning Strategy
3. Be Transparent
4. Maintain Leadership Support
5. Track Success

1. Evaluate Your Skills Gap

Determine which employee skills are necessary to reach your goals.

Build an inventory that catalogs the hard and soft skills your employees need.

Pinpoint specific gaps and prioritize the most important skills.

2. Create a Modern Learning Strategy

Establish a professional development plan that works in the office and off-site for remote workers.

Cater to modern learning preferences by creating shorter, more interactive content and opportunities for self-driven learning.

3. Be Transparent

Explain how new skills can help employees become more productive in their current roles.

Document opportunities for career progression and ensure they're readily available for employees.

4. Maintain Leadership Support

Cultivate a culture that values continuous learning and development.

Acknowledge the successes of those who've advanced in the organization as a result of growing their skillset.

Stay vested in the process by providing constant support for the work employees are doing and you your program as a whole.

5. Track Success

Align skills development with tangible business outcomes.

Measure before and after data to establish benchmarks and track progress.



By closing your skills gap with a strategic approach, your organization can position its employees and business to succeed. After all, studies show that organizations that launch successful reskilling programs can better address skill gaps caused by technological disruptions and implement new business strategies. In other words, getting started now is the first step to being prepared for potential future disruption. To learn how to strategically upskill and reskill your organization, check out our on demand webinar: [Where Did All the people Go?](#)

Discover the Link Between Retention and Skills Development.

Access On-Demand Webinar



About SumTotal

SumTotal, part of Cornerstone, provides a unified, comprehensive Learning and Talent Development suite that delivers measurable impact across the entire employee lifecycle.

With SumTotal, organizations can build a culture of learning that is critical to growth, success, and business sustainability. SumTotal's award-winning technology provides talent acquisition, onboarding, learning management, and talent management solutions across some of the most innovative, complex, and highly regulated industries, including technology, airlines, financial services, healthcare, manufacturing, and pharmaceuticals.

SumTotal partners with many leading global organizations, including a number of Fortune 500 companies. SumTotal's Talent Development suite supports learning and talent management initiatives for their customers and offers measurable impact across the entire employee lifecycle.

Learn more at www.sumtotalsystems.com.