CANADIAN CENTRE FOR NONPROFIT DIGITAL RESILIENCE

Skills Development Plan Template

Futureproofing the Community Service Workforce

A skills development plan provides a structure to identify individual areas of skill growth and create a plan to upskill. Using the template and guiding questions below, you can consolidate information about individual staff's skill development needs. This can clarify where training or development may be the most impactful based on their current role and tasks. Reviewing these plans at the team, department, or organizational level can help identify where training could be delivered to a group of staff or if there is internal training that could be created to address some of these gaps.

Individual Skill Development Plan

Using the individual skill needs identified in sub-activity 3.1 and 3.2, begin to fill out the template below. Starting with the highest priority skill need, fill out the following areas for each skill area for development:

- The name of the **skill area** from the digital skills matrix
- The **method of upskilling** (mentorship, workshop, course) chosen to develop an individual's skill set with a brief description of **learning objective**. There are some resources/trainings listed in the Digital Skills Matrix by skill area to get started.
- The **evaluation metric** to determine how success will be measured
- The **budget** that it will take to train the individual. This can include the cost of the course, and the number of hours required per staff member.
- The estimated **timeline** for upskilling activities to achieve the evaluation metric. When setting timelines, consider any organizational need or if there is a specific data a workshop is being held.

Example Individual Skills Development Plan:

Employee Name: Beatrice
Current position: Case Manager

Skill area for development	Relevant upskilling resource	Evaluation metric
Skill area: Data Management	**Mentorship:** CRM Admin to coach Beatrice on creating editing and deleting CRM monitoring reports over the span of the Acme project	By the end of the fiscal year, can create foundational reports
Budget: Will need 2 to 4 hours of time for attending the training and follow-up questions **Timeline:** Throughout the Acme project, October 2024 to Mar 2025		
Skill area: Spreadsheet	**Online course:** Excel course to learn pivot tables, advanced functions, troubleshoot and data validation techniques. **Link:** Excel for Nonprofits - Data Management and Reporting with Pivot Tables and more	Completion of the course and reduced data validation errors
Budget: $60 for course plus 11 hours of time **Timeline:** Approximately 1 month (March 2025)		

Template Individual Skills Development Plan:

Employee Name:
Current position:

Skill area for development	Relevant upskilling resource	Evaluation metric
Skill Area:	**(Method of upskilling):** What does is the learning objective? **Link(s):**	
Budget: **Timeline:**		

Once you have created multiple skills development plans for various individuals, review them at the team, department, or organization level to get a sense of where there may be opportunities to upskill staff as a group or set up some targeted learning for a team. As you begin to review upskilling initiatives at a team, department, or organization level, consider:

Articulating the benefit of the upskilling initiative

- What will these new skills enable your organization to do that it couldn't do before or to do better?
- How does that align with your mission or strategic objectives?

Reviewing budget constraints

- What is the total budget of upskilling staff?
- Where is this budget from the department coming from, i.e Professional Development fund?