Current workforce skills

Use this template to help you to identify and document all the existing functions, skills and competencies of your current workforce.

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| **Functional skills** | |
| What are the main functions of our business?  What are the common skills required for each function? |  |
| **Core skills** | |
| What core skills are required in our business? |  |
| **Job skills** | |
| What are the main job roles in our business?  What are the specific skills required for each job role? |  |
| What are our current workforce strengths and development needs? | |

**Conclusions**: What are the strengths and development needs made obvious by the skills profile of your current workforce?