

THE DONALD COOPER CORPORATION

Speaking and coaching internationally on management, marketing and profitability



Management tool #B-23: ©

How and why to do a 'SKILLS INVENTORY' of our staff:

When you take the time to ask your staff about their skills, talents, interests, education, experience, life successes and hobbies, you'll be amazed at what they know and what they can do. When you do this, there are two clear benefits:

1. First, you can have a much better and more fulfilling relationship with them as individuals ...because you now know more about them as individuals. Employees who are understood and appreciated on a personal level will be more engaged.
2. Second, you may be able to use some of their hidden talents and experience in the business ...and that's a "win-win" for everyone. Your business will be most effective when each of your staff has an opportunity to make the fullest use of their special talents, skills and abilities.

By using this '**Skills Inventory**' tool, many companies have discovered that they already have staff with the specific training and skills that they're in need of, or actively recruiting for. Even employees' hobbies and special interests can benefit your business. One client put a production worker who's an experienced gardener in charge of selecting and supervising the company that did their landscaping and their property has never looked better! Another client found the graphic designer they were looking for, working in their shipping department.

Sports and fitness enthusiasts can be asked to help organize an employee fitness program, a company soccer league, or group trips to popular sports events; all of which builds company spirit.

An employee whose income-generating hobby is cake decorating can be contracted to produce special cakes for company celebrations. An employee active in amateur theatre can create product knowledge skits to educate and entertain prospects at your next trade show. I've seen this done and it was the hit of the show. Your employees who speak other languages can help you communicate with customers and prospects as you expand into global markets. The possibilities are endless!

Instructions:

See the 3 page '**Skills Inventory**' survey template, starting on the next page. You may alter it to fit the specifics of your business, or your staff. We suggest that you insert your company name and logo at the top of page #1 and then print a copy of the 3 page questionnaire for each employee. Sign your own name after the words, "Thank you". Give the form to each of your existing staff, along with a return envelope stating the name of the person to whom the completed form is to be returned...and have all new employees complete this form when they join your company.

Review the forms, file them for future reference and be sure to use the information that you gather to build stronger relationships with your team and to use their skills, talents in growing and improving the business!

Donald Cooper speaks and coaches internationally on management, marketing and profitability. He can be reached by email at donald@donaldcooper.com in Toronto, Canada.

Your Business name and logo go here:
Delete this text box and replace it with your biz name and logo

Memo to everyone on our team:

Companies are most effective and people are most fulfilled when everybody on the Team has the opportunity to use their special talents, skills and experience. In fact, businesses are often recruiting outside people with specific skills, when staff with those exact same skills are already in the company, doing some other job.

One way to provide more opportunity for our Team members and to become a more competitive business is to be aware of all the special talents, skills, experience, education and abilities of each person on our Team.

Please take a few minutes to tell us about yourself by completing this '**Skills Inventory**' questionnaire. If you have thoughts about how we might make use of some of your special skills, talents and experience, please be sure to mention that too. Then, place this completed form in the attached envelope and return it to the person whose name appears on the envelope. If you can do this within the next 7 days, it will be most helpful.

"Thank you!"

Note: Replace this box with your typed name or signature.

The 'Skills Inventory' Questionnaire:

Tell us about your skills, interests, education, experience, life successes and hobbies:

1. Please tell us about any education, training courses, apprenticeship programs or educational seminars that you have completed, that we may not be aware of. Also, please list any educational degrees or Association designations that you have earned:

2. List any job experience you've had, or skills that you've developed that are different from the work you are currently doing here:

3. Please tell us about your hobbies, special interests and creative talents:

4. Are you involved in sports, fitness or outdoor activities as a participant or a coach? If so, please describe what you do:

5. Are you involved in any Service Clubs or community, business, sports, or other Associations? If so, please tell us about your memberships and accomplishments:

6. Have you won any special competitions, awards or acknowledgements? If so, please describe them here, including the approximate year of the accomplishment:

7. Please list any special artistic, creative or other talents you have:

8. If you speak or write any languages, other than English, please list them here:

9. If you have any thoughts on how we can use any of your special skills, talents, hobbies, education, experience, interests or life experience to grow the business and your career, please share those thoughts with us here:

“Thank you” for participating! Please complete the final section below, place your completed questionnaire in the envelope that came with it and return it to the person whose name is on the envelope.

Your Name:

Department/Location:

Date: