



Skills and Productivity Forum

Your Skills and Productivity **Action Plan** for Canada —Worksheets



Lead . . . Inspire . . . Drive change . . .

Skills and Productivity Action Plan for Canada

Your Skills and Productivity Action Plan

Please review the *Skills and Productivity Action Plan*. Then use the *Worksheets* to make your own plan to maximize skills and boost productivity. The *Worksheets* will help you make: 1) **a plan for your organization**; or 2) **your own personal plan**.

Your name: _____

Your organization's name: _____

Industry sector: _____

Number of employees: _____

Issues and Challenges—Use the table below to help clarify your organization's or your own personal barriers to improving skills and productivity.

For my organization

- labour shortages
- identifying training needs
- finding qualified workers to promote from within
- connecting with sources of talent
- resourcing investments in new machinery and equipment
- leveraging information and communications technologies
- improving management practices
- other (specify) _____

For me

- finding timely, relevant labour market information
- accessing training to meet my skills needs
- connecting with employers
- finding the time or money to upgrade my skills
- recognition of my prior work experience
- cross-provincial barriers to licensing/registration
- other (specify) _____

Core Values—Use the table below to define the core people values that are important to your organization or to you.

For my organization

- fair
- respectful
- inclusive
- ethical
- collaborative
- other (specify) _____

For me

- fair
- respectful
- inclusive
- ethical
- collaborative
- other (specify) _____

Competitive Advantage—Use the table below to identify strengths. It will help you understand how best to take action on improving skills and productivity.

For my organization

- low cost
- high quality
- fast turnaround time
- innovative goods and services
- high value-added
- ability to access to new markets
- other (specify) _____

For me

- performing high-quality work
 - following through on commitments
 - coming up with new ideas
 - minimizing waste of time and materials
 - building relationships with customers
 - supporting teamwork and collaboration
 - other (specify) _____
-

Priorities—Use the table below to define your top needs. It will help you to decide where to focus your actions to improve skills and productivity.

For my organization

- retaining staff
- investing in new machinery and equipment
- leveraging information and communications technologies
- gaining access to skilled workers
- training
- other (specify) _____

For me

- being engaged in my work
- working safely
- understanding my role at work
- helping others be successful in work
- learning new things
- sharing my knowledge with others
- other (specify) _____

Actions—Use the sections below to identify your next steps in creating your Action Plan. Refer back to them later to review your progress.

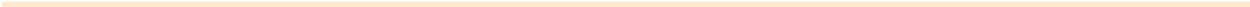
Immediately

In the next six months

Within one year

Success will look like

Taking action will result in the following benefits—Use the sections below to list the positive changes you expect to see from your Action Plan. Refer back to them later to review your progress.



For my organization

For me

For more information or to receive

- a *Skills and Productivity Action Plan* logo that your organization can use on its e-mails and corporate stationery
- information on how your organization can be featured in a Conference Board best practice case study

Visit www.conferenceboard.ca/networks/skpf **or contact**

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Thank You from The Conference Board of Canada and members of the Conference Board's Skills and Productivity Forum.