

IKM for Skill Audits

Assessments designed to produce a comprehensive profile of employee strengths, weaknesses and proficiency for improved skill auditing

Most organizations manage their employee skill sets in an ad-hoc and gradual fashion, resulting in a low return on investment for training, and limiting recruitment success. By incorporating a knowledge measurement solution into your skills management best practices, you will be able to optimize your investment in skills development and recruitment, improving overall ROI.

Using IKM's knowledge measurement solutions to perform skill audits will allow you to:

- Understand your existing skill base for a project, department or across the enterprise
- Perform Skill Gap Analysis at the individual, departmental and enterprise levels
- Identify and customize required training programs at the individual and group levels
- Identify recruitment requirements based on skill gaps
- Develop a skills database for detailed searches for future projects
- Measure the impact and ROI of training programs
- Adopt a 'best practices' approach to skills management
- Link assessments to your Learning Management Systems (LMS) to optimize talent management efforts

IKM Knowledge Measurement Solutions

IKM's suite of industry specific assessments allows detailed skill audits to be performed in the quickest and most cost efficient way. Producing a comprehensive Proficiency Profile™ of knowledge, skill and behavior, IKM's knowledge measurement solutions will determine:

- Necessary knowledge
- Understanding
- Practical experience
- Work speed
- Overall Strengths and weaknesses
- Attitudes
- Aptitudes

IKM's knowledge measurement packages are continually being developed and can be viewed by visiting <http://ikmnet.com/available>. A sample of assessment categories available to perform skill audits includes:

- Information technology
- Sales
- Clerical: Office, Legal, Medical, Accounting
- Computing
- Aptitude and Attitude
- Call center
- Food services
- Healthcare



Using IKM for Skill Audit Best Practices

Develop job and skill descriptions

- Identify key roles and core skills required by the organization
- Use subject matter experts to refine high level skill definitions and provide benchmarking for future assessments and recruitment requirements
- Map skills to jobs and identify skill importance and proficiency ratings

Define organizational skill requirements

- Understand direction of organization and anticipated projects resulting from that direction
- Forecast 'headcount' for each job type
- Gather and analyze data based on management staffing and project plans

Conduct Skills Inventory

- Use web-based assessments to identify absolute strengths and weaknesses in current skill base
- Use assessment methodology that will provide greatest result detail and integrity
- Provide self-assessment capabilities for staff
- Allow anonymity of results

Results Analysis and Reporting

- Provide overall understanding of base line skill set in the organization
- Provide foundation for conducting a skill gap analysis
 - How many qualified people do we need in each job?
 - What training is required?
 - What recruitment is required?

Define, Prioritize & Evaluate Training

- Training courses and objectives need to be matched to the required skills.*
- Focus on important skills
 - Identify gaps in training coverage
 - Develop training priorities at an individual or enterprise level
 - Evaluate training at regular intervals to ensure effectiveness

Define and Execute Recruitment Drive

- Recruitment objectives need to be matched to the required skills.*
- Focus on important skills
 - Conduct brief assessments to develop a shortlist of quality candidates
 - Schedule more detailed assessments for short-listed candidates
 - Identify candidates absolute strengths and weaknesses and overall proficiency
 - Select candidates with the right skills to balance gap in organization

- **Assessment results can be anonymous**
- **Unique Adaptive Methodology ideally suited to periodic skills measurement**
- **Track progress of employees' knowledge and experience**
- **Confirm appropriate levels of skills/knowledge before projects begin**
- **Assessment results can be stored in a LMS**

Powerful Functionality

IKM's solutions offer powerful functionality so that you can perform all the tasks required for a successful skill audit. Depending on the assessment package used, IKM's solutions include:

- **Easy and intelligent reporting**
- **Standard or customized assessments**
- **Accessible from any computer with an Internet connection**
- **Assessments available in multiple languages**
- **Unique methodology for faster and more accurate assessment results**

Benefits of Using Knowledge Measurement for Skill Audits

- **Provides a cost efficient way of conducting an inventory of skills**
- **Eliminates time associated with a manual survey process**
- **Improves training ROI - unnecessary training is reduced**
- **Increases recruitment success as candidates are closely aligned to the skills required by the organization**

Working in Partnership

IKM works with organizations in partnership to ensure they are better positioned to make informed decisions on recruitment and employee training programs.

Contact IKM Regional Offices to begin the process of enhancing workforce knowledge management across the enterprise.

IKM Regional Offices

<http://ikmnet.com/contact>