

Upskilling Action Plan



Here's a standard template you can adapt to develop and implement an upskilling or reskilling action plan based on a model from the Society for Human Resource Managers (SHRM).

UPSKILLING ACTION PLAN

Upskilling initiative:

Explain reasons for upskilling initiative, including the specific problem being addressed:

Explain urgency and timing and why it's important to initiate the action now:

List the objectives of the initiative:

Describe the barriers standing in the way of achieving the objectives:

Describe the root cause of each barrier:

List the metrics that will be used to measure success in achieving each objection:

Use the metrics to define what constitutes success for each objective:

Primary Action Planning Team

Lead:

Members: