

Action plans



Predicting what skill sets your business needs to develop for the future

What skill sets will future proof your business? What new roles can create opportunities for you to grow? New roles need to be introduced as your business develops, but taking a structured approach to understanding what you'll need in the future can make that process easier and much more effective.

Scroll down to see what you can do with this Action Plan.

- **Effort:** Low
- **Impact:** Medium

Actions:

Work through your financial planning to understand how the business will scale and what's needed to make that happen.

- **Impact:** Medium
- **Suggested duration:** 5 days
- **Why this will help:** Hiring plans should be grounded in the needs of your business. Your ambitions highlight what new support roles may be needed and any specialist skill sets that will be required.

Find out what support your team has and ask them where new skill sets could create an opportunity.

- **Impact:** High
- **Suggested duration:** 14 days
- **Why this will help:** Employees know what tasks are being completed at a lower standard because the business doesn't have specialist expertise. A small requirement that can be outsourced or done to an adequate standard now could be a new role for the future.

Examine your management structure and think about what it will need to look like as the company grows.

- **Impact:** Medium
- **Suggested duration:** 14 days
- **Why this will help:** Layers of management and specific skills need to be added as a business grows, including key roles like HR managers and finance directors. Looking forward to the next step-change in your growth will highlight what gaps you need to fill.

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Look at market trends that could create an opportunity for the business.

- **Impact:** Medium
- **Suggested duration:** 56 days
- **Why this will help:** One way to explore opportunities is to hire a specialist and get them to do the footwork for you. This carries some risk if you're yet to develop a fully fledged offering, but that can be managed by hiring with a trial, and it will kickstart your R&D.

Develop job descriptions for the skills you think you will need in the future and decide whether you can upskill employees or will need to recruit.

- **Impact:** High
- **Suggested duration:** 21 days
- **Why this will help:** Now you've done the footwork, you can create job descriptions that fill the needs you've identified. That will solidify your thinking and allow you to get feedback from team members.

How will I know if my Action Plan is working?

Way to measure success

Reactive versus proactive hiring.

Why this metric?

Making a higher share of proactive hiring decisions will set your company up for the future and put you on track to develop the skills you need.

How do I start tracking?

Look at your hires over the last six or 12 months and what share were made to meet immediate demand versus those that target skill sets you need to develop.