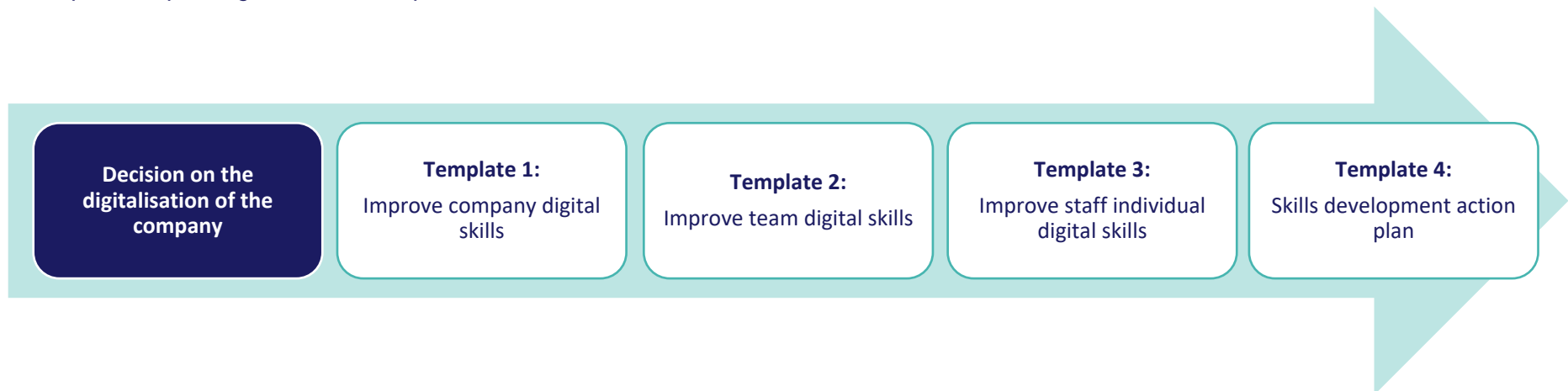


InProFuture Handbook

Annex 1

Templates to plan digital skills development



Introduction

In this Annex you will find the practical templates to plan digital skills development of your company. From the company level to the team and the individual staff member.

The templates can be used by companies who are in the process of digitalisation of their activities. Where decision has been made about what technologies shall be used and how it will have effect on the organisation of the company; How it will affect the work processes, the customer relation, the internal organisation and to what extent both management and staff will be affected by the digitalisation. The templates shall mainly be used when it is decided to digitalise your company further and you are in a process of bringing the digitalisation into action.

The templates are a guidance for companies to consider and decide how digital skills can make the investments in digitalisation more effective by better digital skills. How your staff can learn how to understand the digitalisation and how to use the tools – both hardware and software.

The templates are created on the logic of the GO Model presented in the Handbook (page: 20) where the skills need are analysed on company level, on team level and on individual level. This will of course vary from company to company! For smaller companies only the company level might be interesting! For larger companies also the team and individual level might be of interest. The last template (4) comprises all the actions that needs to be taken.

The templates 1-3 have the same logic; They provide **an identification** on who shall be involved and who has the responsibility; The duration and completion. It looks at the **skills development** from the following points; Which skills are needed; What training method and format is the best and What resources are needed! And finally, **it outlines actions** and how the **process can be evaluated**.

The templates are presented in a virtual format, so it is possible for the company to use them directly for their own purpose and turn the templates into company internal document.

On the following 4 pages the templates are presented in their virtual format

Template 1: Improve Company Digital Skills (*requirement*)

Company - >name< Responsible: _____

Prepared by: _____ Other Staff involved: _____

Date: _____

Period: _____ from: _____ to: _____

Digital solutions to be implemented (short description of solutions and its impact):

Skills Development

Digital training needs <ul style="list-style-type: none">• <i>Knowledge of digital tool</i>• <i>Use of devices</i>• <i>Use of software</i>• <i>Safety</i>• <i>Connectivity</i>• <i>Workflow</i>• <i>Other...</i>	
Preferred training format / method <ul style="list-style-type: none">• <i>External trainer</i>	

Evaluation

<ul style="list-style-type: none"> • <i>Internal (workplace) training</i> • <i>E-learning</i> • <i>External courses</i> • <i>Tailored training</i> • <i>Other...</i> 	
Resources allocated for skills develop. <ul style="list-style-type: none"> • <i>Working time</i> • <i>Company finance (allocated budget)</i> • <i>Staff contribution</i> • <i>Training outside company (fees)</i> • <i>Other...</i> 	
Actions implemented on company level: <ul style="list-style-type: none"> • <i>Short-term: 1-3 month</i> • <i>Mid-term 3-8 month</i> • <i>Long-term after 8 month</i> 	Activity: Responsible;
Assess the results: <ul style="list-style-type: none"> • <i>Expected result of training</i> • <i>Satisfaction</i> • <i>Obstacles</i> • <i>Next steps</i> 	

Template 2: Improve Team Digital Skills (*training plan*)

Team: Responsible for team: _____
(Department /
Group / Section) Prepared by: _____ Other Staff involved: _____
Date: _____
Period: _____ from: _____ to: _____

Digital solutions and the expected impact / use for the team:

Skills Development in Team

Digital training needs within the team <ul style="list-style-type: none">• <i>Knowledge of digital tool</i>• <i>Use of devices</i>• <i>Use of software</i>• <i>Safety</i>• <i>Connectivity</i>• <i>Workflow in team</i>• <i>Other</i>	
Preferred training format / method	

Evaluation

<ul style="list-style-type: none"> • <i>External trainer</i> • <i>Internal (team) training</i> • <i>E-learning</i> • <i>External courses for team</i> • <i>Tailored training of team</i> • <i>Other</i> 	
<p>Resources allocated for skills develop.</p> <ul style="list-style-type: none"> • <i>Working time</i> • <i>Company finance (allocated budget)</i> • <i>Staff / team contribution</i> • <i>Training outside company (fees)</i> • <i>Other resources:</i> 	
<p>Actions implemented on company level:</p> <ul style="list-style-type: none"> • <i>Short-term: 1-3 month</i> • <i>Mid-term 3-8 month</i> • <i>Long-term after 8 month</i> 	<p>Team Activity: Team Responsible;</p>
<p>Assess the results:</p> <ul style="list-style-type: none"> • <i>Expected result of training</i> • <i>Satisfaction in team</i> • <i>Obstacles</i> • <i>Next steps</i> 	

Template 3: Improve Staff Individual Digital Skills (*my training plan*)

Staff member: Name: _____ **Responsible manager:** _____

(Department / Group / Section) Prepared by: _____

Date: _____

Period: _____ *from:* _____ *to:* _____

Digital solutions and impact on >name of staff> work:

Skills Development in Team

Digital training needs for <name> <ul style="list-style-type: none">• <i>Knowledge of digital tool</i>• <i>Use of devices</i>• <i>Use of software</i>• <i>Safety</i>• <i>Connectivity</i>• <i>Handling my daily task (+/-)</i>• <i>Other</i>	
Preferred training format / method <ul style="list-style-type: none">• <i>Internal training with my team</i>	

Evaluation

<ul style="list-style-type: none"> • <i>E-learning</i> • <i>External courses (basic training)</i> • <i>Tailored training for me</i> • <i>Other</i> 	
<p>Resources allocated for skills develop.</p> <ul style="list-style-type: none"> • <i>Working time</i> • <i>Company financed (allocated budget for individual training)</i> • <i>My contribution (general update of digital skills)</i> • <i>Training outside company (fees)</i> • <i>Other resources:</i> 	
<p>Actions implemented on company level:</p> <ul style="list-style-type: none"> • <i>Short-term: 1-3 month</i> • <i>Mid-term 3-8 month</i> • <i>Long-term after 8 month</i> 	<p>My Activity:</p> <p>Follow up by manager;</p>
<p>Assess the results:</p> <ul style="list-style-type: none"> • <i>Expected result of my training</i> • <i>Satisfaction of result</i> • <i>Obstacles for me</i> • <i>My next steps</i> 	

Template 4: Company Action Plan for Digital Skills *(with given examples)*

Responsible: _____ Other Staff involved: _____

Prepared by: _____

Date: _____

Period: _____ *from:* _____ *to:* _____

Digital solutions to be implemented (short description of solutions and its impact):

Actions	Budget /allocated resources	Participants	Time-line	Responsible (owner of activity)	Succes-criteria and outcome
Digital skills activities for all in company: <i>e.g Introduction meeting on new tools</i>		All		e.g TopManagement	e.g Create a clear under-standing on how the digitalisation influence the survival of the company

e.g Presentation on
expected impact of company

Digital skills activities for team

e.g Analyse our skills gap to
use the new technologies.

Training in use of devices

Action; Individual digital training of staff

e.g Individual learning
account in the company

e.g Lift bottomline for basic
digital skills to make
company more agile

Evaluation

e.g Prepare assessment on
how digital training lift job
quality - Questionnaire

	Team 1 and 2		e.g Teamleader and HR	e.g Workout a detailed training plan
e.g what is invested in each staff to raise digital competence	e.g List of participants	e.g Long term and continuing	e.g HR and teamleader	e.g To invest in life long skills development to keep both company and staff competitive on the market
e.g Consultancy fee	All	e.g End of training program	e.g Top management	e.g Critical understanding of what types or training can lift the company

Template 4: Company Action Plan for Digital Skills (*Template only*)

Responsible: _____ Other Staff involved: _____

Prepared by: _____

Date: _____

Period: _____ *from:* _____ *to:* _____

Digital solutions to be implemented (short description of solutions and its impact):

Actions	Digital skills activities for all in company:				
	Budget /allocated resources	Participants	Time-line	Responsible (owner of activity)	Succes-criteria and outcome

*Digital skills activities
for team*

*Action; Individual
digital training of staff*

Evaluation