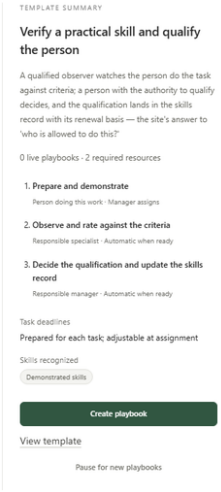
TEAM SKILLS DEVELOPMENT

Use skills coverage to choose each person's development step

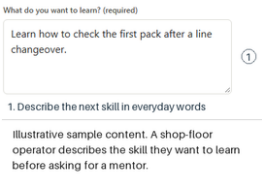
Review coverage gaps, single points of failure and expiring qualifications, then propose learning, verification, another development step or no change for each person.

Review the matrix and propose next steps > Agree the personal next step (when triggered)

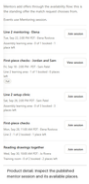
SkillSmith · Separate demonstration, observation and qualification decisions



SkillSmith · Describe a practical learning goal before requesting a mentor



SkillSmith · Inspect published mentoring sessions and available places



Separate demonstration, observation and qualification decisions

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Team lead	Review the matrix and propose next steps	Respond with coverage gaps, expiring qualifications, proposed step per person (or 'no change') and single points of failure.
Assigned team member	Agree the personal next step	Respond with agreed step, question and target date.

Choose the next step for a missing skill record

In a worked example, a role needs coverage but the matrix lacks a current skill record; propose the appropriate next work rather than treating planned learning as verified ability.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Skills	Open the selected material for this occurrence.
Recorded response	coverage gaps, single points of failure and expiring qualifications	Save the response with its work context.
Review point	expiring qualifications and proposed step per person (or 'no change')	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Review the team's skills matrix and plan the next step

Bring skills into the prepared work. Team lead and Assigned team member each receive the context needed for their part.

01 Review the matrix and propose next steps

Record coverage gaps, single points of failure, expiring qualifications and proposed step per person (or 'no change').

02 Agree the personal next step

When the proposed step changed for that person, record agreed step, target date and question.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Review the team's skills matrix and plan the next step

Every quarter the lead looks at who can do what, where the team is one person deep, what expires soon - and agrees with each person whose plan changed what they learn or prove next. Unchanged plans create no task.

Quarterly skills review · Assembly

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Skills The task uses this material	The team's skills matrix and qualifications.
Requirements The task uses this material	Which roles need which skills and credentials.
Report template The task uses this material	Skills coverage report.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose skills from the resources your team uses.

02 Agree the responsibilities

Confirm team lead and assigned team member for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Agree the personal next step”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains coverage gaps, single points of failure, expiring qualifications and proposed step per person (or 'no change'). It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring skills. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when the proposed step changed for that person. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

Plan recorded; every member whose plan changed has agreed a step; verifications and modules launched as linked work.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
An open item has no visible responsible next action.	Inspect task state, related work and the responsible next action in Pulse.
A completed entry is mistaken for the responsible person's decision.	Give the team lead the recorded response and agreed criteria for this decision.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Which capability gap needs learning, verification or a different development step?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact