

SA CAMPUS ONLINE

SKILLS AUDIT

YOUR PERSONAL AND PROFESSIONAL



SKILLS AUDIT GUIDE

Your organisation needs a **Skills Audit** to contribute towards your employees' Personal and Professional Development Plan.

Why is a **Personal and Professional Development Plan** important?

"A **Personal Development Plan** enables you to have a personal **vision** of the future, which gives you a clear idea as to what or where you will be in the next few months or years. Knowing your target and destination in life makes it easy to draw up a plan on how you will **achieve your goals**."

Personal and Professional Development in Business:

In business, personal development improves effectiveness. It empowers staff to produce better results and meet their targets. For excellent results, an employer or a business owner must have an energetic and productive team. Business revenues are created by the people you employ and without them, little or no business would take place.

Human resource researchers blame the lack of personal development plans which target each employee for a dismal performance in the workplace. They conclude that a personal development plan for each member of staff can increase productivity and motivation up to ten times.

Training developed around personal development plans improves the image of your company and pulls in potential new employees who get attracted to the organisation because of the training opportunities available.

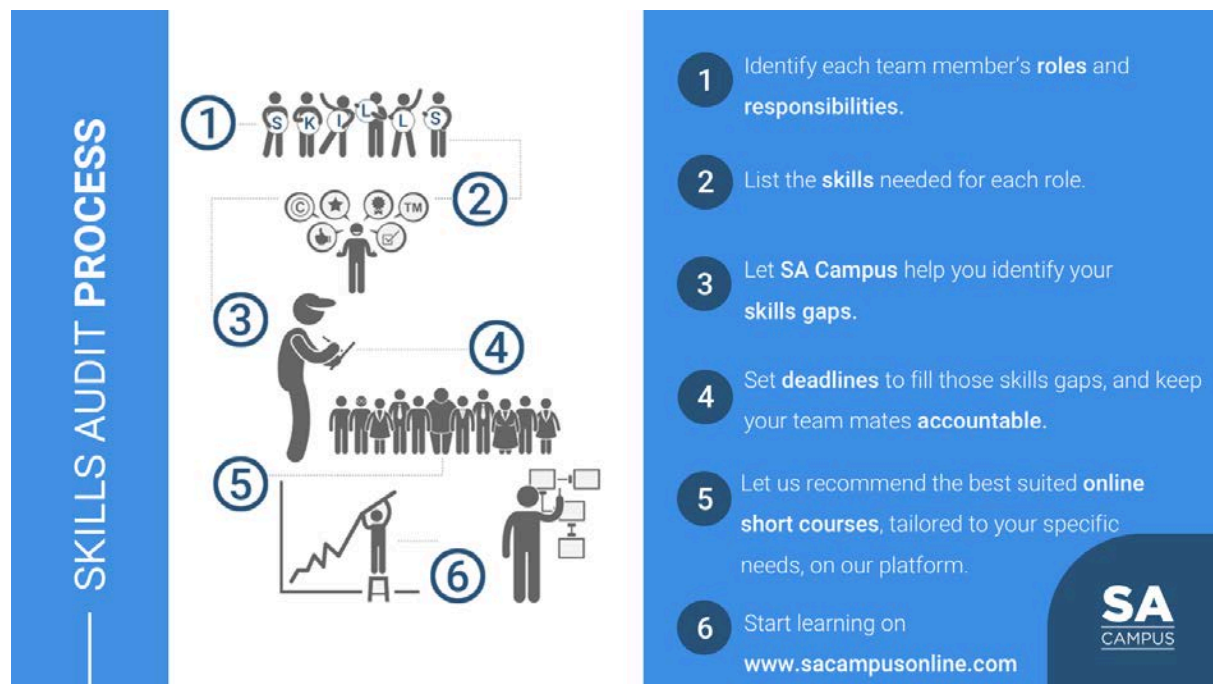
For personal development plans to succeed, they must be designed to improve the individuals within the organisation so that both the employee and the organisation reap mutual benefits by achieving both personal and corporate objectives.

Build Client and Employee Confidence:

Personal development plans may also increase employees' confidence. The confidence factor might seem inconsequential, but it has a major role to play in how your business is perceived. Client-facing staff must always exude confidence, otherwise, the customer will not be confident in your product or service.

The likelihood of a client recommending your business to someone else is higher if they had a positive experience with a confident worker who was enthusiastic and happy to help. The fact that you're spending money on their personal development is, in itself, a confidence boost for staff and this rubs off on customers.

How can we **help you?**



The Key is **Personalisation:**

- With SA Campus, we will provide a consultation to determine your employee-specific growth and development needs.
- Thereafter, we will compile a personalised professional development plan consisting of self-paced online courses aimed at furthering your employees' skills in their specific job roles, while focusing on filling any skills gaps and reaching their career goals.
- We will further assist in setting timeframes for completion of our online courses, with email reminders once your employees are enrolled.
- Our courses are 100% online, with lifetime access to learning material, assessments, and a certificate after successful completion.

Example of a **Personal and Professional Development Plan:**

Current Situation:	<p>What are your roles and responsibilities in the organisation?</p> <p>I am a Sales Representative. My responsibilities include:</p> <ul style="list-style-type: none">• Generating leads.• Meeting or exceeding sales goals.• Negotiating all contracts with prospective clients.• Helping determine pricing schedules for quotes, promotions, and negotiations.• Preparing weekly and monthly reports.
Career Goals:	<p>What are your 12-month career goals?</p> <p>Make sure your goals are SMART:</p> <ul style="list-style-type: none">✓ Specific✓ Measurable✓ Accurate✓ Relevant✓ Timebound <ul style="list-style-type: none">• I want to be promoted to team leader.
Skills Gap:	<p>What skills and knowledge do you need to achieve your career goals?</p> <ul style="list-style-type: none">• I need to improve my telephone skills.• I need to improve my marketing skills using social media.• I need to better my reporting skills using updated software technology.
Actions:	<p>What actions can you take to address the skills gaps you have identified?</p>

	Enrol in relevant online courses on the SA Campus Online platform.
Evaluation:	How often will this plan be reviewed? I will review my PDP every 6 months with the help of email reminders by the SA Campus team.

Ready to Start **Empowering your Team?**

Contact us today, and one of our capable team leaders will help you reach your team goals. For more information on courses we offer, click on the link below or send us an email:

