

## Filling the skill gaps within your team

By Gail Taylor-Barber



[www.successSURE.com](http://www.successSURE.com)

### Synopsis

Getting the right people into the right jobs at the right time is an increasing challenge for today's manager. This is a study of identifying technical and behavioral skills lacking from teams and how managers can interview and integrate new team members effectively.

### How to ...

How to write a job description and identify job competencies.

How to identify the missing skills and competencies.

How to conduct competency-based job candidate interviewing.

### Gail Taylor-Barber

Gail has studied team dynamics extensively within corporate environments of different cultures and size. Renown for her insights and practical approach, Gail runs her own consultancy helping managers' to manage more effectively. She is an NLP practitioner and a qualified coach.

### Introduction

Managers have to have the ability to identify what skills their teams have already and what is missing. Recruitment is so important to organizations but is rarely given the time and effort to be completed professionally. You have to have the right people in the right jobs at the right time. A lateral spread of skills throughout the team, department and organization. With CV's becoming increasingly obsolete and under pressure due to inaccuracies, how can you be sure that you are getting the best available people to add value to your team or organization?

### Job descriptions

The first part of filling skill gaps is to look very closely at the job descriptions available to you. Look at all the roles within the team and list all the skills required. Balance this out with the skills that are already available. This should give you a clear indicator of what is missing. There are some key questions that this process should throw up.

- Are there any training needs that could close the gap? If so, add these to your list.
- Do you have the right people in the right jobs already?