### Step 4: My Workforce Gap Analysis - Comprehensive

Use this table to help you consider, identify and document your workforce gaps and how you can address them. Refer to the information you collected in Step 3: Future workforce requirements.

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| Describe the workforce need. I.e. the capacity/capability needed | What is the gap between the current and future workforces? And what are the workforce challenges associated with this gap? | What is our priority in addressing this gaps | What can we do to address these gaps?  Consider the following categories:   * Import resource (contractor/new staff) * Export work (contract out functions) * Build up skills within existing workforce |
| *Example Team: Two or more people need to be competent in health and safety awareness, assessment, management* | * *One person is trained in health and safety for the organisation, but is looking for new work opportunities.* | *Urgent – legislative requirement* | * *Provide additional health and safety training to staff.* * *Contract in H&S management services* * *Employ new staff with qualification* |
| *Example National Organisation: Need to increase number of skilled coaches to 25 nationally, to account for participant growth* | * *Currently have 10 coaches in the Auckland/Northland area* * *Not able retain existing coaches (3-year average term)* * *Not all coaches have foundational coaching skills* | *Medium – supports medium-term growth* | * *Recruitment drive/strategy developed* * *Partnership with another organisation* * *Develop coaching pathways for youth* * *Implement coach training pathway to promote retention* |
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