### 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
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| *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*
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| *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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