



Skills Assessment

Presented by  *Fast Lane*



Skills are the most important assets your company can possess

Skills provide your organisation with the capability to master tasks and optimise performance. Skills assessments are an essential part of providing curricula and learning paths that fulfil the knowledge gap between where you currently are and where you need to be to optimise efficiency and ROI from your technology investment. Fast Lane Consultancy and Education Services are proficiently positioned to provide you with a full service of Training Needs Analysis and Skills Assessments.



Technical v's Soft Skills

A corporate learner may have an in-depth knowledge and understanding on the technologies they support, but they may not necessarily possess the communicational skills in which to troubleshoot common issues. A technical skill is typically a skill that is closely related to a specific field or technology. A soft skill, on the other hand, is a skill that helps them relate to others, communicate and collaborate.

Find the ideal testing method - To establish the correct testing method suitable for your organisation requires an initial consulting phase to ascertain the size and scope of your requirement. Once this has been completed we will have identified which skills need to be assessed.

While some skills can be assessed through written exams, others may require a more creative approach. Online scenarios and role play, for example, can also be used to assess skills. From our experience, audience research is essential as it provides the opportunity to understand the most effective way in which your employees succeed.



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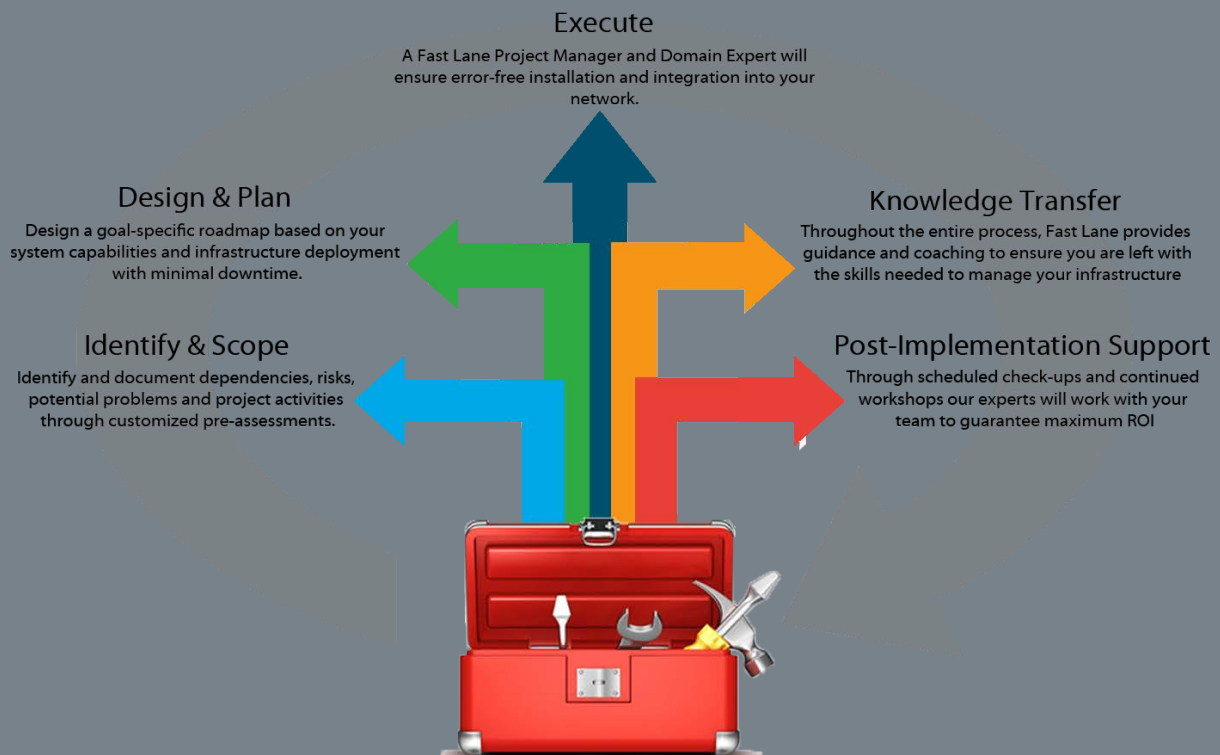
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- Every employee should be given assessments based on their needs, preferences and position within the company. At the very least, every department in your organisation should have its very own skills analysis.
- Skills assessment also improves the value of your education programs as employees will be able to relate to the subject matter and also better understand why the assessment was necessary.

- During the skills assessment you should give them access to the equipment, tools or references that they would use on a daily basis. For instance, if your employees would normally be able to look up information in a job manual, then allow them to use the job manual during the skills assessment test. Remember that the main goal of a skills assessment is to test their real world skill sets and talents. Thus, the skills assessment must mimic real world environments and challenges.

5-Stage Consulting Framework

provides a process that can be engaged at any phase or mapped to your complete project requirements. It is our way to organise our engagement with you to ensure we provide everything you need for a successful project.



TNA/Skills Assessment Output - We help you identify your organisational learning strengths, weaknesses and plan development. We will provide a detailed report showing the results of each assessment. If required, the report can be enhanced to provide additional information such as:

- Cost efficiencies
- Supportive learning technologies
- Management and administration



Delivery Mechanism - With our Fast Lane LIVE platform, we can create a bespoke assessment platform that can utilise:

- Digital Learning
- Certification/Badging/Credentialing
- Coaching Integration

For smaller cost effective requirements we use industry standard platforms such as Survey Monkey.

Design and Development - We develop a Competency Framework to give you a picture of the knowledge, behaviours and skills that are required for role proficiency. Once such a framework has been established we will map existing content and/or design and develop additional content where gaps have been identified.

Indicative Pricing -

Initial Consultancy – On depending on the complexity this consultancy engagement is to help identify, capture and scope the goals of where your organisation needs to be.

- *£1,000 Per Day (excluding VAT)

Creation of a simple assessment – As an example SME/Consultant could create a bank of 25 key questions that are multiple choice based on the consultancy. The topic covered and complexity would need to be defended and redefined as part of the Consultancy, including the output report.

- *£1,500 Per Day (excluding VAT)

* All pricing is based on midrange market SME Levels and Skills.

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