

LEVEL UP CHECKLIST

5 Ways to Build an Agile Workforce

02



01

Identify Skill Gaps

- ✓ Conduct skills assessments using surveys and performance data analysis
- ✓ Use talent analytics tools to map current vs. required competencies
- ✓ Interview managers to identify critical skill shortages in their teams

03



Integrate Flexible Work

- ✓ Develop hybrid work policies with clear collaboration guidelines
- ✓ Create cross-functional project teams that work across departments
- ✓ Implement flexible scheduling options and remote work capabilities

04



Leverage Digital Tools

- ✓ Deploy learning management systems (LMS) for personalized training paths
- ✓ Use HR information systems (HRIS) to track skill development progress
- ✓ Implement digital collaboration platforms for knowledge sharing



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Align with Business Goals

- ✓ Map upskilling initiatives directly to strategic business objectives
- ✓ Establish KPIs that measure learning impact on business outcomes
- ✓ Create skill development roadmaps tied to career progression and company growth

Real Workforce Examples



Leverage Learning Management System (LMS) Analytics



EXAMPLE

Pull completion and quiz performance reports from your LMS.



ACTION

Identify low engagement in specific training modules tied to critical business outcomes.



RESULT

Realize that managers aren't completing leadership development courses—triggering a need for targeted coaching.

Conduct Skills Gap Analysis Using Assessment Tools



EXAMPLE

Deploy employee assessments (e.g., technical tests, behavioral assessments, 360-degree feedback).



ACTION

Compare current competency levels to job requirements or future role needs.



RESULT

Identify that 40% of your customer service reps lack advanced CRM usage skills.

Analyze Performance Data for Trends



EXAMPLE

Review KPIs such as sales conversion rates, project completion times, or customer satisfaction scores by team.



ACTION

Correlate low performance with missing or underdeveloped competencies.



RESULT

Find that underperformance in a sales team correlates with poor negotiation skills.

Use Succession Planning Data



EXAMPLE

Analyze readiness levels for key roles based on current bench strength.



ACTION

Identify common skill gaps among potential successors.



RESULT

Develop a targeted development track for high-potential employees lacking financial acumen.

Use Employee Engagement Surveys to Spot Gaps



EXAMPLE

Analyze qualitative feedback and survey scores by job level or function.



ACTION

Identify reported discomfort or lack of confidence in certain tools or tasks.



RESULT

Launch a digital fluency upskilling campaign in marketing based on employee feedback.

Partner With Business Leaders to Validate Insights



EXAMPLE

Conduct interviews or workshops with department heads.



ACTION

Validate data findings with real-world observations and frontline needs.



RESULT

Co-create a learning path that addresses urgent software skills for product managers.



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