Checklist:
6 quick steps to launch your upskilling program

In today's fast-paced world, upskilling isn't just a nice-to-have—it's critical to staying competitive and meeting evolving business needs. The good news? You're closer to launching a successful upskilling program than you might think. Follow these six steps to get started quickly and effectively with ready-made content.

For more information, please visit **www.absorblms.com**.

Step 1: Conduct a skills assessment

Why it matters: Understanding your team's skill gaps sets the foundation for a meaningful upskilling strategy.

How to do it:
- Identify which skills need enhancement to meet organizational and industry demands.
- Map skills and competencies for each role in your organization.
- Use data analysis and team input to align development goals with employee aspirations and business priorities.
- Design learning journeys that integrate career growth with organizational objectives.

Pro tip: A robust LMS, like Absorb, simplifies skills mapping and tracking, making it easier to design learning journeys tied to measurable outcomes.

Step 2: Choose quick and scalable Solutions

Why it matters: Building content from scratch takes time and slows progress.

How to do it:
- Leverage ready-made content libraries like **Absorb Amplify Max** to jumpstart your program.
- Start with courses designed by industry experts to deliver quick wins.
- Ensure scalability to meet growing or shifting workforce needs.

Pro tip: Ready-made content saves time for administrators, letting them focus on strategy and program refinement instead of course creation.

Step 3: Curate relevant content

Why it matters: Your organization's needs are unique, and your content should reflect that.

How to do it:
- Choose off-the-shelf courses that address high-priority skills gaps and support organizational goals.
- Use an extensive content portfolio like **Absorb Amplify Max**, featuring courses curated by industry experts.

Pro tip: Libraries like **Amplify Max** include ready-to-go courses in high-demand areas such as business skills, workplace safety, compliance, and soft skills. Start building or round out your existing library with these resources.

Step 4: Build customized learning paths

Why it matters: Personalized learning drives engagement and ensures goals are met.

How to do it:
- Create learning paths tailored to diverse learning styles, career aspirations, and generational needs.
- Use customizable content libraries that offer formats in multiple languages and skill levels.
- Design experiences that resonate with individual learners' motivations.

Pro tip: Tailored learning paths boost engagement, completion rates, and overall employee satisfaction.

Step 5: Set up tracking and evaluation

Why it matters: Measuring progress is essential to improving your program and measuring its success.

How to do it:
- Define success metrics like performance improvements, completion rates, and learner satisfaction.
- Use your LMS to generate reports and analyze trends to identify areas of success or opportunities for refinement.

Pro tip: AI-powered tools like **Absorb Skills** provide real-time insights to continuously improve your program.

Step 6: Collect feedback for continuous improvement

Why it matters: Ongoing feedback ensures your program evolves with your business needs and learner expectations.

How to do it:
- Regularly survey employees to gather feedback on content and their overall experience.
- Reassess competency levels periodically to identify new skills gaps.
- Adjust content and goals to align with changing workforce and industry demands.

Pro tip: Treat upskilling as an ongoing journey to keep your team motivated and aligned with business growth.

Absorb: your ready-made upskilling solution

Absorb LMS, the **Amplify Max** content library, and **Absorb Skills** give you the tools to launch a high-impact upskilling program quickly and effectively. From skills mapping to personalized learning paths and AI-driven tracking, Absorb simplifies every step of the process, ensuring long-term results for your team.

Ready to launch your upskilling program today? Contact our Account Management team to get started