# Activity 10 – Upgrade your skills

Thinking about your role…

The next page contains a table for your responses. This could be copied as a blank table and used as an exercise in a staff meeting as a Skills Gap Analysis when planning for future professional development workshops or training.

List 3- 5 of your main responsibilities.

Next to each responsibility, write down what skills and/or knowledge is required to accommodate diversity in the learner population.

Put a Y next to the skills or knowledge you feel you already have and an N next to those that you need to learn or develop further.

The next two columns are to add suggested actions to achieve the required skills/knowledge, and who could support you (in the organisation and/or externally) to learn these skills/knowledge?

**For example:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsibility** | **Skills / knowledge required** | **Achieved?** | **Suggested Action to Achieve** | **Who can support you** |
| Updating website | Knowledge of Web Content Accessibility Guidelines | Y |  |  |
| Timetabling courses | Time pressures on learners and learner groups | N |  |  |
| Facilities Management | Knowledge of appropriate WHS signage internally and externally | N |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

What can you do within your team to help create a culture of collaboration with internal and external inclusive practice experts?

Ans:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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