

How to Get Started With Workforce Reskilling

The nature of government work is changing, and agencies such as the Office of Personnel Management (OPM) want to ensure that federal workforces are prepared. In this worksheet, we've adapted questions from [OPM's reskilling toolkit](#) to help your agency decide if this workforce strategy is a good fit.

What is reskilling?

Reskilling involves learning a completely new skillset based on a demonstrated aptitude. Various drivers may prompt a reskilling program or initiative at your agency.

What's driving a reskilling discussion at your agency?

If you're considering a reskilling program or initiative at your agency, it's helpful to first identify what is driving this effort. Below we've included some examples. Check all that apply.

Agency goals

Different work or change in how work is accomplished

Major change in agency mission

Employee desire or need

Restructure of agency workforce

Other


Questions to ask before moving forward:


Does agency leadership support reskilling?

Does your agency Human Capital Operating Plan (HCOP), workforce, strategic and/or performance plans support reskilling?

Do you have the appropriate resources to effectively reskill (funding, access to training, etc.)?

Do your agency policies (to include Collective Bargaining Unit Agreements) support reskilling?

NO  If you answered no to one or more of these questions, then you need to address those factors before launching a program.

YES  If you answered yes, here are additional questions to consider:

What position(s) are ripe for reskilling and why?

(Building on your earlier response about what is driving a potential reskilling effort at your agency.)

Define success or the desired outcome upon completing a reskilling program.

(Use the goals to write a short narrative explaining what the future state looks like at your agency.)

What are the specific objectives and goals that your agency hopes to accomplish through reskilling?

(Ensure that the necessary stakeholders are involved in this conversation to ensure that objectives are well established. Be as specific as possible.)

For additional resources to help your agency take a deeper look at reskilling possibilities, check out GovLoop's recent guide, "[2020 Outlook: Human Resources Trends to Watch in Government.](#)"

