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 <u>OPM's reskilling toolkit</u> 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

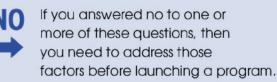
Questions to ask before moving forward:

Does agency leadership support reskilling?

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

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

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



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.) YES I

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

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, "<u>2020 Outlook: Human</u> <u>Resources Trends to Watch in Government.</u>"

