

# Connecting Advice In Dorset



## **SKILLS AND RESOURCES AUDIT**

The purpose of a skills, knowledge and resources audit is to identify the assets of each organisation within the Local Advice Network – this can be useful to both individual organisations and for the wider network. The audit can help to identify training needs, and detect opportunities for organisations to jointly make the best use of their resources.

The key questions for organisations to ask are:

- What have I got?
- What do I need?
- What can I share?

The audit could be completely open-ended, or be more structured (see below). It is recommended that organisations are asked to respond by email to a central point in order for the information to be collated.

A report can then be produced that summarises the information collected. Training needs can be fed back to the Training Needs Officer.

*The table below is set out as an example of a skills, knowledge and resources audit. There are many other options available. Local Advice Networks are encouraged to share their ideas and experiences with other LANs through the Project Manager.*

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## EXAMPLE SKILLS, KNOWLEDGE AND RESOURCES AUDIT

xxx LOCAL ADVICE NETWORK AUDIT			
<b>Organisation:</b>			
<b>Name:</b>			
<b>Job Title</b>			
<b>Tel No.</b>			<b>Email:</b>
	What have I got?	What can I share?	What do I need?
SKILLS			
Designing & delivering training			
IT Skills			
Managing volunteers			
Working with social media			
Campaigning/Social Policy			
Dealing with the media			
Change Management			
Customer Care			
Measuring outcomes			
Writing funding bids			
Confidentiality/Data protection			
Providing a quality advice service			

Health & Safety			
Human Resources Management			
Other (please specify)			
<b>KNOWLEDGE</b>			
Benefits			
Debt			
Employment			
Housing			
Homelessness			
Immigration			
Financial Capability			
Young People			
Older People			
Mental Health			
Physical Disabilities			
Learning Disabilities			
Equality & Diversity			
Other (please specify)			
<b>RESOURCES</b>			
Staff			
Office accommodation			
Access to other partnerships			
Other (please specify)			