

▶ What the Heck is a Skills Matrix?

Feeling the pinch of a tight budget in your Learning and Development department? You're not alone.

The Skills Matrix Template is a handy tool for assessing your Instructional Designers and Instructional Developers across a range of crucial skills and tasks. By identifying **strengths and areas for development, along with individual preferences and career aspirations**, you can create a more strategic and efficient L&D team! This translates to maximizing the talent you already have while fostering a more engaged and motivated team.

By assigning tasks that leverage your employees' existing skills and desired growth areas, you not only optimize project outcomes but also invest in their professional development, **boosting morale and retention.**

The Skills Matrix Template is an **investment in your L&D team's – and your department's – success!**
No red or blue pills required!

▶ Instructions for Employees

Are you ready to assess your skills, passions, and aspirations? Yeah, you are! Here are some instructions for filling out the matrix. Listen to your heart and be honest!

- **Enjoy Doing:** Rate each skill/task area on a scale of 1-5 to indicate whether you enjoy performing it.
- **Need to Upskill:** Indicate your skill level on a scale of 1-5.
- **Career Aspiration:** Indicate whether this skill/task area aligns with your career aspirations by marking 'Yes' or 'No.'
- **Comments/Notes:** Provide any additional information or context that might be helpful, such as specific areas of interest or detailed upskilling needs!

▶ Instructions for Managers

- **Review the completed matrix** with each employee to discuss their current skills, areas for development, and career goals.
- Use the information gathered to tailor **professional development plans, assign appropriate projects, and support employees' career growth** within the organization.
- Feel free to **modify or expand this matrix** to better suit your organization's specific needs and roles!

Instructional Designer

Skill/Task Area	On a scale of 1-5, how much do you enjoy doing this task? 5 = Love it! 1 = Hate it!	On a scale of 1-5, how would you rate your proficiency with this task? 5 = I'm a pro! 1 = Not so great at it.	Does doing this task align with your career aspirations? Yes or No?	Comments/Notes
Content Development				
Curriculum Design				
eLearning Design				
Needs Analysis				
Storyboarding				
Assessment Creation				
Learning Management Systems (LMS)				
Project Management				
Multimedia Design (Audio/Video)				
Research and Evaluation				

Instructional Developer

Skill/Task Area	On a scale of 1-5, how much do you enjoy doing this task? 5 = Love it! 1 = Hate it!	On a scale of 1-5, how would you rate your proficiency with this task? 5 = I'm a pro! 1 = Not so great at it.	Does doing this task align with your career aspirations? Yes or No?	Comments/Notes
Articulate Storyline				
Adobe Captivate				
Camtasia				
Video Development				
Audio Editing				
Gamification				
Interactive Simulations				
Graphic Design Tools (e.g., Photoshop, Illustrator)				
Animation Tools (e.g., Vyond)				
Web Development (HTML/CSS/JavaScript)				

Instructional Developer (cont.)

Skill/Task Area	On a scale of 1-5, how much do you enjoy doing this task? 5 = Love it! 1 = Hate it!	On a scale of 1-5, how would you rate your proficiency with this task? 5 = I'm a pro! 1 = Not so great at it.	Does doing this task align with your career aspirations? Yes or No?	Comments/Notes
Mobile Learning Development				
SCORM and xAPI Integration				
Quality Assurance and Testing				
Accessibility Standards (e.g., WCAG)				