Seismic

Skill Enablement Process Checklist

Chapter 2

This checklist follows a suggested workflow that will help equip you with the tools to successfully prep, launch, and scale a Skill Enablement Program.

Let's get started!

The Checklist

**Check off your progress as you complete these tasks*

	Identify the roles to be supported (i.e., Sales Development Representatives, Account Executives, Customer Success Managers, etc.).
	Determine the tool/system to be used internally.
	Align with key stakeholders to gain support on the Skill Enablement Program and long-term strategy. This includes the leadership team and senior managers for each role.
	Lead separate brainstorming sessions for each role to define 5–10 role-based skills, including the input and feedback of key stakeholders and top performers to increase adoption of the new program.
	Build a Skills Matrix that contains the skills, definitions, and rating scale.
	Create a program that supports each skill (this can be an ongoing phased approach). Content could include self-guided e-learnings, virtual/in-person sessions, certifications, etc. Identify the programs you may want to partner with external vendors on or collaborate with internal subject matter experts (SMEs) for the latest and greatest information.
	Lead separate enablement sessions for managers and individual contributors.
	Encourage a continuous feedback loop, track adoption, and measure specific key performance indicators (KPIs) to share with leadership.