

Checklist

comparisons and conclusions

From the checklists one can derive some basic information for the decisions to be taken. However, some **leading questions** must be answered first:

	Present	Future
1. Should the comparison reflect the present or the future requirements?	<input type="checkbox"/>	<input type="checkbox"/>
2. If employees do not meet requirements, have you defined the causes? Do they relate to:	Yes	No
▪ Lack of qualifications of the employee concerned	<input type="checkbox"/>	<input type="checkbox"/>
▪ Organisational problems	<input type="checkbox"/>	<input type="checkbox"/>
▪ Inadequately equipped workplace	<input type="checkbox"/>	<input type="checkbox"/>
▪ Compatibility problems between employees and departments	<input type="checkbox"/>	<input type="checkbox"/>
▪ Lack of information	<input type="checkbox"/>	<input type="checkbox"/>
▪ Other:	<input type="checkbox"/>	<input type="checkbox"/>
If the causes are due to lack of qualifications, the following questions are relevant.		
3. Would it be possible to remedy the lack of qualifications with further training?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the employee willing to undergo further training?	<input type="checkbox"/>	<input type="checkbox"/>
5. What form should the training take?		
▪ in-house at the workplace:	<input type="checkbox"/>	<input type="checkbox"/>
▪ external:	<input type="checkbox"/>	<input type="checkbox"/>
6. What will be the cost for the company? (rough estimate in €)		
7. Is there any possibility of state-supported training? If so, which?		
Comments:		