



# The Association of Equipment Manufacturers

# WORKFORCE DEVELOPMENT TOOLKIT

## Toolkit Self-Assessment

### Getting Started

Not sure where to start? Use this Self-Assessment to get insight into what your company needs to do to build a bigger, better workforce.

Each section of this self-assessment asks questions pertaining to one of the five Approaches in the Toolkit. Read each statement and indicate if you agree or disagree. Then, count the number of agree and disagree statements and enter the total for each.

### Evaluating the Results

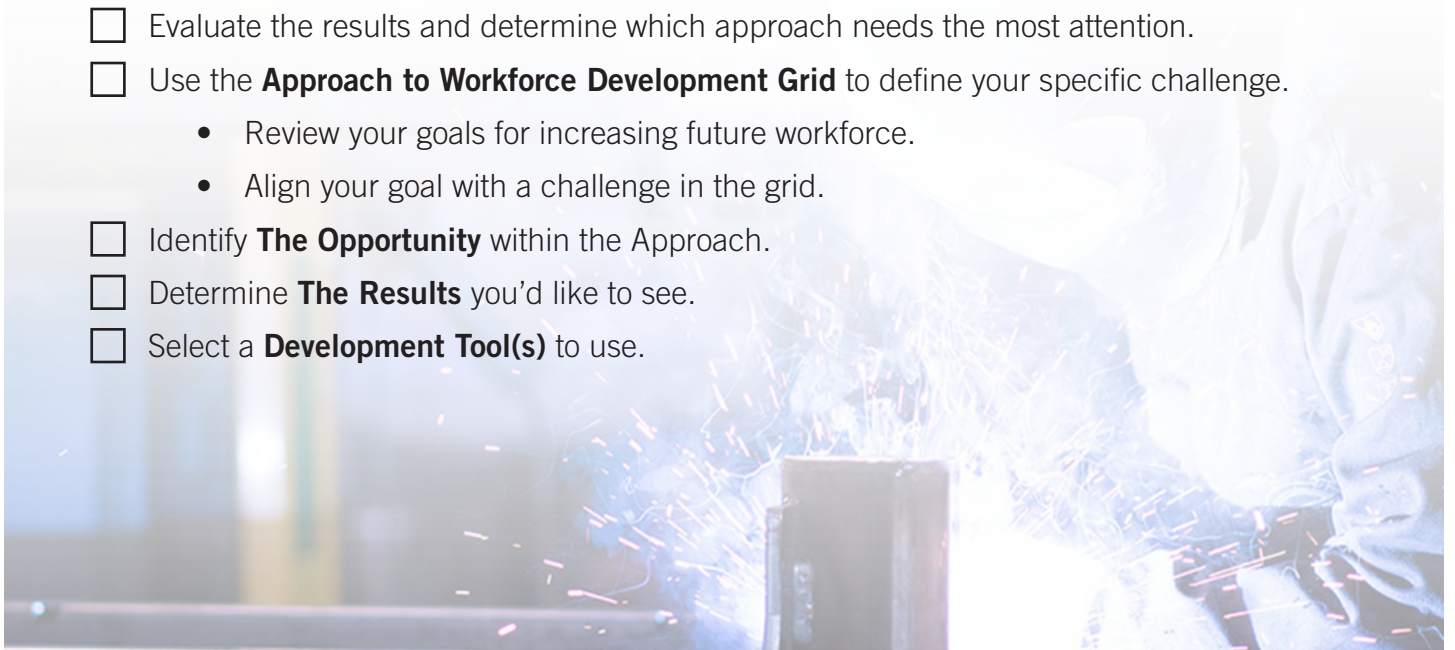
Look at the total number of agree statements for each category to evaluate where you are.

- **0 or 1 Agree Statements:** You may NOT need to focus any efforts here for now.
- **2 or 3 Agree Statements:** You could use some improvement in this area.
- **4 or 5 Agree Statements:** You should consider focusing more efforts in this area.

### Using the Self-Assessment

After you complete the Self-Assessment, use this checklist to determine the next steps.

- Evaluate the results and determine which approach needs the most attention.
- Use the **Approach to Workforce Development Grid** to define your specific challenge.
  - Review your goals for increasing future workforce.
  - Align your goal with a challenge in the grid.
- Identify **The Opportunity** within the Approach.
- Determine **The Results** you'd like to see.
- Select a **Development Tool(s)** to use.



# Workforce Development Toolkit Self-Assessment

Approach	Statement	Agree	Disagree
Community Matters	We need to make our community more aware of what our company does.		
	We need to improve our relationship with our community.		
	We need to get more involved in community events.		
	We need our employees to be ambassadors for our company.		
	We need to grow our workforce from within the community.		
<b>NUMBER OF "AGREE" AND "DISAGREE" STATEMENTS FOR COMMUNITY MATTERS:</b>			
Make the Case	We need to correct false perceptions about our industry.		
	We need to increase awareness about what our industry does.		
	We need to improve understanding about the variety of job opportunities available in our industry.		
	We need to make others aware about the impact the equipment industry has on everyday lives.		
	We need to promote the equipment industry in a variety of ways.		
<b>NUMBER OF "AGREE" AND "DISAGREE" STATEMENTS FOR MAKE THE CASE:</b>			
Youth are Key	We need a strategy for reaching out to school-age students about opportunities in the equipment industry.		
	We need to interest school-age students in equipment sector jobs.		
	We need to provide more information about equipment to schools.		
	We need to work with elementary, middle and high schools more directly.		
	We need to increase awareness about different career paths within the equipment industry.		
<b>NUMBER OF "AGREE" AND "DISAGREE" STATEMENTS FOR YOUTH ARE KEY:</b>			
Got Skills!	We need to update the perceptions about the skills needed in the equipment industry.		
	We need to emphasize the importance of the soft skills needed to be successful in the equipment industry.		
	We need to outline career path opportunities within the equipment industry in order to interest youth.		
	We need youth ambassadors to talk about the equipment industry in order to increase interest in our industry.		
	We need to invest in skill development programs (outside current employee training).		
<b>NUMBER OF "AGREE" AND "DISAGREE" STATEMENTS FOR GOT SKILLS:</b>			
Technology Driven	We need to increase awareness about the high-tech nature of our industry.		
	We need to showcase the innovation in our industry.		
	We need to interest more youth in the equipment industry by promoting the amazing things we do with technology.		
	We need to empower our employees to speak about the high level of technology in our industry.		
	We need to emphasize our impact in new and exciting ways.		
<b>NUMBER OF "AGREE" AND "DISAGREE" STATEMENTS FOR TECHNOLOGY DRIVEN:</b>			