Taking action on
Essential Digital Skills Delivery

The Essential Digital Skills report provides an overview of specific digital work skills deficit in the UK labour force, as well as an understanding of who's missing what skills and where, to a level of specificity not seen before.

Developed in partnership by FutureDotNow and Lloyds Bank, the report uses data sets that can tell you even more about the digital skills gap within your sector or the regions you operate in.

The purpose of this worksheet is to bring this all to life even more for your context and help you take action in your organisation.

This worksheet contains four tasks that will assist you in analysing the data from the report, providing you with a structured approach to gaining insights from the report and identifying stakeholders to help your work move forward.

Task 1: Using data to make informed recommendations

What does the data say about my organisation, or my client base?

Bullet point key observations *(use the data in the report appendix, pg.44 onwards)*
Tip: look at your business and your sector alongside other sectors, does anything surprise you?
Consider your organisation size and region, and explore the make-up of your workforce
Look at demographics on social grade, education, and salary to understand the likely skills gap.

Task 2: Who needs to know about the Essential Digital Skill gaps?

Who are your top 3 priority stakeholders?

Tip: Think about the individuals, groups and departments who you need to engage on the digital skills gap. Who is currently not engaged and should be a priority for you?

Stakeholders:	Tick	Stakeholders:	Tick
C-Suite Leaders		Middle Managers	
Line Managers		Workforce	
HR Team– (inc. L& D, Recruitment)		Digital / IT Team	
Customers		*(Other)*	
(Other)		*(Other)*	

Task 3: The advantages of having the Essential Digital Skills

What are the advantages of having the Essential Digital Skills for your organisation and its people?

Bullet point key observations
Tip: Thinking about your stakeholders and reflect on what will matter to them? What does the data mean for key areas of business efficiency, productivity, growth, and innovation? What is the social impact on your people and customers?

(Optional) What is the likely cost of inaction if you don't deal with the Digital Skills Gap?

Bullet point key observations
Tip: If nothing changes, and the skills gaps persist, or gets bigger, what could this mean for your business, its people and customers?

Task 4: Solution Generation

Top 3 ideas
Think of three ideas that you can now work up into actionable next steps. What will you do in the workplace to move these ideas forward, even just a small amount? Be timebound, setting yourself a target date to achieve the next step.

Idea	Practical next step	By when