

PRODUCTIVITY GAIN: 24.8 % 

Introducing:

Microsoft Skills Assessment for Organizations



Uncover your training needs

In the new economy, businesses are increasingly sensitive to the opposing demands of honing staff skills to maintain a competitive edge and securing the resources needed to obtain this ongoing training. Microsoft Skills Assessment for Organizations uncovers your training needs and creates tailored skills development plans—so that you can ensure you have the skill sets you need in-house to drive business results.

Create targeted learning plans

Microsoft Skills Assessment for Organizations can help you apply the right skills at the right time to improve the capabilities of your IT staff and software developers. The assessment process can help you identify technology readiness needs within your office productivity (Information Worker) staff as well. By identifying baseline readiness requirements for each project and creating a targeted training plan with your Microsoft Certified Partner for Learning Solutions, you will benefit from solutions configured to address your specific business and technology needs.

Learning consultants from a Microsoft Learning Solutions partner are qualified to scope and deliver an effective skills assessment for

you and your project teams. The outcome of the assessments will lead to the development of tailored learning plans designed to reduce the time and expense required to skill and prepare key individuals, project teams, or entire departments.

Microsoft Skills Assessment for Organizations is an in-house professional evaluation with immediately actionable, relevant deliverables including:

- › Individual, group, and organizational skill gap analyses
- › Individual, group, and organizational custom learning plans
- › An updatable inventory of individual and collective skills

IMPROVED TEAM TECHNICAL READINESS: 78.5%





DEPLOYMENT APTITUDE: \uparrow 8.4%

IMPLEMENTATION CAPABILITY: \uparrow 3.6%

Analyze implementation readiness.

Microsoft Skills Assessment for Organizations analyzes your organization's project or technology implementation readiness through an array of reporting and tracking options. Your Microsoft Learning Solutions partner will work with you to turn project skills readiness data into meaningful results that will allow you to effectively and efficiently:

- › Maximize the return on your technology investment
- › Deploy and maintain new technologies
- › Apply training where and when needed to ready your staff
- › Rationalize individual and project staffing
- › Improve organizational productivity
- › Stay competitive with better-trained staff

In addition, Microsoft Skills Assessment for Organizations provides answers to important questions confronting management:

- › What are my employees' technical competencies?
- › In what skill areas do we need to improve?
- › What are our team, group, and corporate capabilities?
- › How can we most efficiently strengthen our areas of weakness?

Take control of skills development.

As a manager or business owner, Microsoft Skills Assessment for Organizations prepares you to take control of your organization's project-related training initiatives. By acquiring a deep understanding of your employees' skills through the assessment review and validation processes you will have the ability to define and prioritize core skills for specific job roles.

Improve employee satisfaction and performance.

Organizations of all sizes are faced with the challenge of how to recruit, hire, and retain the best and brightest people available. For high-tech companies the challenge can be even greater. By providing an atmosphere where personal achievement and growth are recognized and supported, your corporation can distinguish itself in the industry, reduce employee turnover, and minimize the costs associated with hiring and training staff.

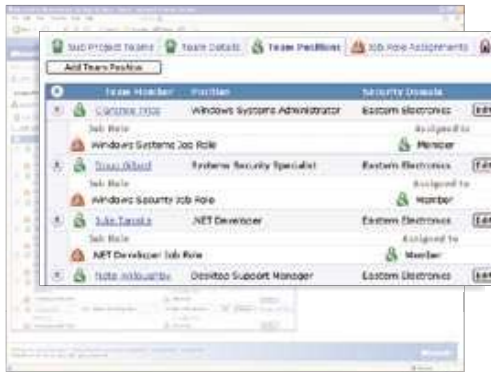


DEFINING COMPANY JOB ROLE S

Phase 1: Definition

Define the skill focus: Working with your Microsoft Learning Solutions consultant, you will determine the skill areas that are most critical to your success based on your current business or project needs. For example, if your intention is to implement Windows Server 2003 security upgrades, then your learning consultant will help determine which skill areas are most relevant to this project.

Create a skills matrix: Working from the areas of skill focus, teams, positions, and job roles are defined with your business need in mind. This process takes into account current job roles, the required proficiency levels for specific job functions, and the need to develop new skills. A complete skills matrix maps the skills of each employee to those required by his or her position.



VERIFY ASSESSMENT

Phase 2: Validation

Verify alignment: This phase is your organization's opportunity to review, influence, and validate the skills matrixes created in the Definition phase. This ensures the thoroughness and integrity of the skills chosen to be assessed. Your organization's IT manager then ensures that each person is properly assigned to the correct position and job role.



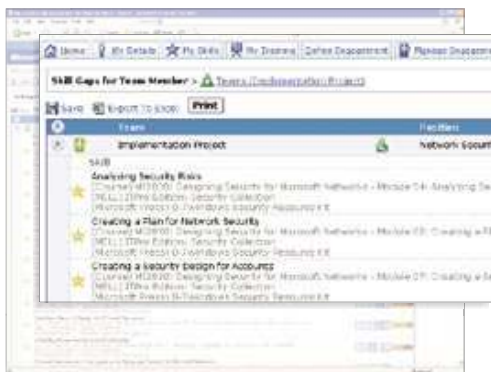
SKILL GAP ANALYSIS S

Phase 3: Assessment

Take the skills assessment: After receiving an e-mail with login instructions, each employee will view all of the skills assigned to him or her during the Definition phase, and indicates his or her self-assessed proficiency level for each skill.

Monitor the process: The administrator can view progress and send reminders as necessary to ensure that employees are completing their skills assessments on time within the project guidelines.

Confirm results: As employees complete their skills assessments, their managers or the administrator can confirm each employee's self-assessed skill levels. Corrections or requests for re-assessments can be made at this point. This step provides reassurance that employees are realistic—neither assessing too high or too low—about their skills proficiencies.



TRAINING PLAN

Phase 4: Solution

Review employee results: Your learning consultant will work with your organization to evaluate the results for each individual employee. This skill gap analysis compares the self-assessed level with the required level for each skill. Each skill is mapped to a customized training plan consisting of specifically recommended Official Microsoft Learning Products, including live classroom and e-learning courses.

Review organizational results: The skills gap analysis report rolls up to team and organizational views so that training can be planned.

Download results: Results can be downloaded to a Microsoft Excel file, allowing managers to manipulate the data offline.

Set training and target dates: Each skill is mapped to all related Microsoft Learning training solutions. If an employee is assessed at a lower skill level than required, training solutions are set into his or her plan, complete with tracking features and target dates for completion.

Choose training to suit your needs.

Microsoft Skills Assessment for Organizations offers you and your staff a number of training options. Choose from instructor-led courses delivered in a classroom or online, and self-paced e-learning and books that can be combined to maximize your training dollars and get your staff up and running on an accelerated schedule.

Your learning consultant will help you identify the right training mix based on the needs and preferences of your organization. Training options include:

- › Self-study learning delivered through Microsoft eLearning Library (MELL)
- › Microsoft Press® books
- › Self-paced and instructor-led online e-learning courses
- › Customized instructor-led training
- › Public training courses at a local Microsoft Certified Partner for Learning Solutions

Get started today.

Microsoft Skills Assessment for Organizations can be accomplished in three easy steps:

1. Identify a Microsoft technology-related project.

With your individual business need in mind, you'll also want to identify the internal groups and employees related to the project that will take part in the organizational assessment.

2. Consult with a Microsoft Certified Partner for Learning Solutions

Contact your local Microsoft Certified Partner for Learning Solutions or go to www.microsoft.com/learning to find your nearest Learning Solutions partner. A Learning Solutions partner representative will meet with you to gain an understanding of your business need, work with you to identify relevant job roles, and manage the assessment from start to finish.

3. Assess organizational skills and improve productivity.

EMPLOYEE/POSITION SKILL LEVELS:



Microsoft Skills Assessment for Organizations.
Unleash the full potential of your technology investments today.

Call your local Microsoft Certified Partner for Learning Solutions
or visit: www.microsoft.com/learning

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