
Addressing Gaps in Workforce Climate Literacy

Needs and Gaps Identification Resources

3. Gaps Analysis Template

After cataloging resources and analyzing roles, use this template to summarize what training and education content, resources, or opportunities your team needs to develop or procure in order to meet the learning goals you have for employees.

The gaps analysis phase is a high-level assessment aimed at identifying overarching gaps in an organization's current climate change education resources for the key role types included in the role analysis. It should reflect the knowledge areas, competencies, and skills from the [K&C Framework](#) identified in the role analysis as well as the organization's primary goals for climate change learning. In form, this gaps analysis can be as simple as a descriptive bulleted list or can include specific details and examples. The following methods are useful in identifying gaps, based on the data collection methods undertaken for the role analysis and resource map:

- Sorting the resource map to identify gaps in K&C Framework knowledge areas or competencies
- An informal inventory of focus group or listening session notes
- A keyword or thematic analysis of survey data, listening sessions, and/or focus groups

While all steps in this assessment are intended to be iterative, getting internal feedback on the gaps analysis may be an especially important early method for gauging the accuracy of the initial few project components.

Connect with relevant team members and consider the following questions:

What key knowledge areas and core competencies are missing or not well represented?

Why is it important for our employees to gain them?

Are the resources and training that are currently available meeting the needs of our employees and if not, why not? Is this a content issue, pedagogical issue, or both?

How could we deploy our existing training and education resources differently to meet our employee education goals?

To what extent are the resources and training we've created accessible to those who may benefit from them? Consider issues such as relevance to different geographies, accessibility for people with different learning styles, and accessible for both in-person and virtual learning environments.

Can we expand upon the resources we already have? Do we need a new approach or deliverable?

Based on your answers to the questions above, summarize your organization's areas for growth and intended actions:

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