## **Skill Based Matrix**

A Skill Based Matrix provides a pictorial summary of the skill areas in which employees are expected to cross-train. Each column represents a process (or step in a process) and each row is a level of difficulty. Each "square" is called a skill block. A group of skill blocks provide the employee with a skill path to follow.

SOURCE: hrVillage.com

## **Skill Blocks**

For each skill block the following information should be defined:

Knowledge Required	Activities	Standards / Certifications
knowledge required to perform the	activities performed in the skill block.	Provides standards/certifications that will result when an employee has the appropriate knowledge and successfully performs the activities in the skill block. Whenever possible this should provide quantitative information.
<ul> <li>Knowledge of new account development technique.</li> <li>Knowledge of company products and services.</li> </ul>	Examples:  Make sales calls. Represent company at trade shows.	<ul> <li>Five sales calls completed every month.</li> <li>One closed sale account each quarter.</li> </ul>

SOURCE: hrVillage.com