

## Skill Enablement Process Checklist

This checklist follows a suggested workflow that will help equip you with the tools to successfully prep, launch, and scale a Skill Enablement program.

*Let get started!*

- Identify the roles to be supported (i.e., SDRs, AEs, CSMs, etc.)
- Determine the tool/system to be used internally
- Align with key stakeholders to gain support on the Skill Enablement initiative and long-term strategy. This includes the leadership team and senior managers for each role.
- Lead separate brainstorming sessions for each role to define 10-15 role-based skills. Including the input and feedback of key stakeholders and top performers will increase adoption of the new program.
- Build a Skills Matrix that contains the skills, definitions, and rating scale
- Create a program that supports each skill (this can be an on-going phased approach). Content could include self-guided e-learnings, virtual/in-person sessions, certifications, etc. Identify the programs you may want to partner with external vendors on or collaborate with internal SMEs for the latest and greatest information.
- Lead separate Enablement sessions for managers and individual contributors.
- Encourage a continuous feedback loop, track adoption, and measure specific KPIs to share with leadership.

### Questions?

This checklist is a great starting point for developing your continuous development function. However, we know that questions don't stop here. Please use our team as a resource and send questions to: [enablement@seismic.com](mailto:enablement@seismic.com) for additional support.

We are here to support your growth mindset!