

# UpSkillAmerica

## Company Education, Training and Development Practices Inventory

*Preparing to Tell the Story of What Your Company Is Doing to Help Educate, Train and Develop Your Employees and Those in Your Surrounding Communities*

### Background

[HR Policy Foundation](#), a member of the UpSkillAmerica Coalition, developed the following inventory to help companies identify their primary education, training and development programs and areas of investment. Many companies are making substantial investments in the education, training and development of their employees and surrounding communities, but, because this information can be spread across HR, a company's business units, social responsibility program or foundation, the information often isn't readily available so a cohesive story can be told.

This document is designed to help companies gather a baseline of information on all they are doing to help educate, train and develop their workforce and those in their surrounding communities. Then, we:

- What are some of the most prominent areas in which your company invests in upskilling its workforce?
- How might this information help you in your recruitment, retention and promotion efforts?
- What gaps does this inventory make you aware of and what might you do to fill these gaps?

Once you have completed the inventory, be sure to check out the "Company Education, Training and Development Communications Practices Assessment" also available for download.

If your company has programs, practices or policies that play an important part in the upskilling of your workforce, please share your story with us [UpSkillAmerica.org](https://UpSkillAmerica.org).



## Company Education, Training and Development Practices Inventory

Use the following questionnaire to inventory the programs and practices your company has in place to invest in the education, training and development of your employees and surrounding communities. As you think about these areas in which your company invests, consider what compelling human interest stories you can tell about employees or members of your communities who have benefitted from your company's investments.

### Hiring/Employment

- How many workers does your company employ in the U.S.?
- Approximately how many new employees do you plan to hire this year?
  - What types of positions is your company hoping to fill? Give a range of examples from entry level positions to highly advanced positions.
  - How many new college graduates do you plan to hire this year?

### Promotion/Retention

- What is your internal promotion rate?
- How many employees received promotions last year?
- What is your turnover rate?
- What evidence do you have from your internal employee surveys that workers within your company are satisfied and believe your company invests in their success?

### Internal Investments in Education, Training and Development

- Does your company offer any programs such as daycare, preschool or scholarships to assist the family members of your employees in their education, training and development?
- What employee benefit programs can be used for the education, training and development of your employees and/or their family members?
- Does your company offer programs (tuition reimbursement, tuition payments, certification, etc.) to help employees further their education or become certified with a skill?
  - How do these programs benefit your employees?
  - What is your tuition reimbursement take-up rate?
  - How much money does your company spend to support these programs per year?

- How much money has your company spent over the course of the program?
- Describe your company's primary employee training programs?
  - What are these programs designed to do?
  - Why does your company invest in these programs?
  - What skills/abilities are they designed to build?
  - How do these programs benefit your employees (ensures they have the latest skills, prepares them for promotions within and outside the company, qualifies them for salary increases, etc.)?
  - How many hours do your employees spend in training and development each year?
  - How much money does your company spend on employee training and development each year?
- What employee development programs do you have in place (i.e. mentoring, leadership development, high-potential, etc.) to develop the skills of your employees?

**External (Within your community)**

- What community-based education/training organizations does your company support?
  - What do these organizations do?
  - In what ways does your company support them?
  - Why does your company support these organizations?
  - How much does your company donate to these organizations each year (this may include cash, in-kind, products, services and equipment)?
  - How much has your company donated to these organizations over an extended period of time?
- Does your company have a scholarship program that benefits those outside your company?
  - Why does your company invest in a scholarship program?
  - What type of students are eligible to receive the scholarships?
  - How many students receive the scholarship each year?
  - How many students have been helped over the course of the scholarship program?
  - How much has your company given in scholarships over an extended period of time?
- Does your company have an internship program?
  - What is the purpose of your internship program?
  - What skills/information do students learn from it that equips them for jobs?

- What are some of the most significant benefits of the program (i.e. meeting with CEO/leaders, work experience, earned income to help with college expenses, etc.)?
- How many internships are you offering this year?
- How many students have interned at your company over the life of the program?
- How much has your company spent on internships over an extended period of time?
- What other volunteer or corporate social responsibility activities does your company participate in to help prepare those in your community for success in the workplace (this may include tutoring, mentoring, judging competitions, mock interviews etc.)?
- Are there any of your company's core business practices that contribute to the education, training and development of those in your communities in general or that otherwise better prepares them for employment?