

Tool 8: Essential Skills and Knowledge Worksheet

Suggested Use: Use this worksheet to specify the **essential skills and knowledge** required to perform each **major job task** identified in Tool 7.

Instructions: Use a separate sheet for each major job task you are analyzing. Write the major job task in the box labeled **A**. In columns **B** and **C**, list the skills and knowledge the worker would need to complete the job task. Review each item in the skills and knowledge lists and ask yourself, "Could the workers still perform the task if they did not have that skill or knowledge?" **Eliminate skills and knowledge that are not essential for these particular learners.**¹

Other Related Tools and Resources: Step 5: Specify essential skills and knowledge

Resources Used: List data sources used in completion of this worksheet here. (Refer to Tool 1.)

A. Major Job Task for Learning

B. Skills Required

What does the health care worker need to BE ABLE TO DO to perform this job task? Is this skill REQUIRED to perform to standard?

C. Knowledge Required

What does the health care worker need to KNOW to perform this job task? Is this knowledge REQUIRED to perform to standard?

¹ Eliminating non-essential skills and knowledge is particularly important when the learning intervention is focused on developing the skills of health workers who may need more information about what to do and less information about medical principles. It is also important when a cadre or group is being trained for a very specific job.