Develop your digital skills as a leader

Developing digital skills lets leaders harness the latest technology, fix inefficiencies and stay ahead of the curve – but there's only so much time in the day. Think about what digital skills are most important to the business and be smart about where you spend your time as a leader.

- **Effort:** Medium
- **Impact:** Medium

Actions:

Assess digital skills gaps in your business, considering what you should learn yourself and what you should delegate or outsource.

- **Impact:** Medium
- **Suggested duration:** 7 days
- **Why this will help:** Learning skills that are cheap to outsource or will only be used on a one-off project isn't an effective use of your time. A skills gap analysis will highlight where key skills are missing.

Set a goal for your skills development, making sure new skills will effectively drive the business forward or help you become a better leader.

- **Impact:** Low
- **Suggested duration:** 7 days
- **Why this will help:** The digital landscape is vast. Setting a clear goal will focus your learning and prevent you from getting sidetracked.

Reach out to peers in your network who could provide advice or give you a demo of how they use relevant technology.

- **Impact:** Medium
- **Suggested duration:** 20 days
- **Why this will help:** There's a wealth of knowledge and experience that you can tap into within your own business network. Reach out to colleagues or peers and see what they can offer, from shadowing and coaching to a simple chat over coffee.

Action plan

Sign up for an expert-led training session or webinar to fill any gaps in your knowledge.

- **Impact:** Medium
- **Suggested duration:** 14 days
- **Why this will help:** While books, YouTube tutorials and online forums will help with the basics, connecting with an expert is a great way to build up a stronger grasp of a digital skill.

Look for ways to build on your original goal and continue your digital skills development, whether it's signing up for a best practice newsletter or booking in a training session once a month.

- **Impact:** Medium
- **Suggested duration:** 20 days
- **Why this will help:** Technology is always changing, so it's important to be proactive about maintaining your digital skills. Try to commit a small amount of time to continuing learning every month to keep your knowledge up to date.

How will I know if my action plan is working?

Way to measure success
Number of goals completed

Why this metric?
If you're holding yourself accountable, you should be able to complete your goals and meet targets.

How do I start tracking?
Review the progress you've made each quarter and check whether you're on track to complete goals or have completed them already.