



# VACANCY VS CAPABILITY WORKSHEET

1. Fast forward out to the future five (5) years. Think of the people you work for and with, as well as those who work for you. How many are likely to be gone by then?
2. Consider the work they do, the knowledge they have, and the contributions they make. In what ways will their departure likely impact your organization should they actually leave?
3. Discuss as a group and list the knowledge and work gaps that are likely to result from their leaving.
4. List your ideas for addressing the gaps you identified.