

IDEA OR INTENTION	UPWARD CONSIDERATIONS	DOWNWARD OR LATERAL CONSIDERATIONS
Invest in training or upskilling for staff	<ul style="list-style-type: none"> • Has a training need been identified through a needs assessment or what is the motivation/justification? • How does the new/increased skills align with the vision and strategy? • How do the new/increased skills change the organisational structure including roles, responsibilities and position descriptions? • How will the impact/benefit be evaluated? 	<ul style="list-style-type: none"> • Do the new/increased skills require different material resources, tools or workspaces? • Do the new/increased skills oblige staff to do more or less work? • Is adequate time being allocated to complete training during business hours? (especially if training is delivered online). • Has the reason for training been adequately articulated to staff?
Upgrading material resources or workspaces	<ul style="list-style-type: none"> • What are the identified barriers to business that the new/ upgraded materials are expected to address? • How do the new materials change the roles or responsibilities of staff? • How do the new materials require or support acquisition of new skills? • How will the impact/benefit be evaluated? 	<ul style="list-style-type: none"> • What training/support resources (including time) are required to ensure staff are proficient users of the new resources? • How is the legacy resource being phased out?