

ONE-PAGE TAXONOMY

Skills *Taxonomy* Builder

A structured library that organizes organizational capability into domains, skills, and proficiency levels. The shared vocabulary that powers skill-based development, gap analysis, and internal mobility.

4

SKILL DOMAINS

60+

DEFINED SKILLS

4-Level

PROFICIENCY SCALE

A. Taxonomy Structure — sample domains & benchmark levels

T Technical & Digital				18 SKILLS	
T1	Data Analysis & Visualization		T2	Learning Tech & LMS	
T3	AI-Enabled Tools		T4	Process Automation	
T5	Reporting & Dashboards		T6	Systems Integration	
L Leadership & People				16 SKILLS	
L1	Coaching & Feedback		L2	Team Development	
L3	Change Leadership		L4	Conflict Resolution	
L5	Delegation		L6	Inclusive Leadership	
B Business & Strategy				14 SKILLS	
B1	Strategic Planning		B2	Business Acumen	
B3	Stakeholder Mgmt		B4	Project Delivery	
B5	Budget & Resourcing		B6	Vendor Management	
F Functional & Craft				12 SKILLS	
F1	Instructional Design		F2	Facilitation	
F3	Needs Assessment		F4	Program Evaluation	
F5	Content Curation		F6	Survey & Measurement	

B. How to Build It

1. Define domains. Group capability into 4–6 broad families that fit the org.
2. Populate skills. Name discrete, observable skills under each domain.
3. Set a proficiency scale. Use one consistent 4-level scale across all skills.
4. Benchmark & map. Set target levels per role and map resources.

Proficiency Scale

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- Awareness

Bars show illustrative levels; the structure exports to a per-employee gap view.