

# Stop Gap Analysis for Local Leaders

This template provides a structured framework for local leaders to assess their current situation and develop strategies to address any gaps in their operations within the unionized sheet metal industry.

## 1. Current Market Assessment

### Market Segmentation:

- Identify the different segments of the sheet metal industry such as residential, commercial, and industrial.
- Gather data on the size of each segment in terms of revenue and volume.
- Analyze the specific needs and preferences of customers in each segment.

### Market Size:

- Collect data from industry reports, trade associations, and government sources to estimate the market size for each segment.
- Use market research techniques such as surveys or interviews to gather insights into market dynamics and trends.

### Market Trends:

- Review industry publications, market research reports, and relevant news articles to identify current trends affecting the sheet metal industry.
- Pay attention to technological advancements, regulatory changes, and shifts in customer preferences.

### Competitor Analysis:

- Identify key competitors in the local market and analyze their market share, strengths, and weaknesses.
- Gather information on competitor strategies, pricing, and service offerings.
- Conduct a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis to assess the competitive landscape.

## 2. Workforce and Skill Levels Evaluation

### Workforce Composition:

- Obtain data from union records or local labor boards to determine the number of unionized sheet metal workers in the area.
- Break down the workforce by job roles (e.g., apprentices, journeypersons, specialists).

### Skill Levels:

- Assess the skill levels of the current workforce through interviews, skills assessments, or performance reviews.
- Identify any gaps in skills or knowledge that may need to be addressed through training or development programs.

#### **Training Needs:**

- Consult with industry experts, training providers, and employers to identify emerging skills and technologies in the sheet metal industry.
- Determine the training needs of the workforce based on market demands and technological advancements.

### **3. Labor Availability for Current and Future Demands**

#### **Capacity Analysis:**

- Review current contracts and project schedules to assess the workload and capacity of the existing workforce.
- Calculate the utilization rate of sheet metal workers and compare it to industry benchmarks.

#### **Forecasting Demand:**

- Analyze market trends, economic indicators, and upcoming construction projects to forecast future demand for sheet metal workers.
- Consider factors such as seasonality, economic cycles, and regulatory changes that may impact demand.

#### **Gap Analysis:**

- Compare projected demand with the current workforce capacity to identify any gaps.
- Determine the magnitude of the gap and prioritize strategies to address it, such as hiring additional workers or increasing training programs.

### **4. Resources for Training and Placement**

#### **Training Programs:**

- Research available training programs for sheet metal workers, including apprenticeship programs offered by the union or vocational schools.
- Evaluate the quality and relevance of training programs based on industry standards and feedback from participants.

#### **Funding Sources:**

- Explore funding opportunities for training initiatives, such as grants from government agencies, employer contributions, or union funds.

- Develop a budget for training programs and identify sources of funding to support them.

#### **Placement Services:**

- Assess the effectiveness of current placement services in matching trained workers with employment opportunities.
- Identify any gaps or challenges in the placement process and develop strategies to improve it, such as expanding job placement networks or providing career counseling services.

### **5. Relationship with Contractor Base**

#### **Contractor Engagement:**

- Conduct surveys or interviews with contractors to gather feedback on their satisfaction levels and experiences working with unionized sheet metal workers.
- Identify areas where the relationship can be strengthened, such as communication, collaboration, or quality of workmanship.

#### **Satisfaction Levels:**

- Analyze survey responses or feedback from contractors to gauge their satisfaction levels.
- Look for patterns or common themes in the feedback to identify areas for improvement.

#### **Opportunities for Improvement:**

- Collaborate with contractors to address any issues or concerns raised in the feedback.
- Implement measures to improve communication, streamline processes, or enhance the quality of services provided by unionized sheet metal workers.

### **6. Retention Strategies for Newly Recruited Workers**

#### **Onboarding Process:**

- Review the current onboarding process for newly recruited sheet metal workers.
- Identify areas where the process can be improved to provide better support and guidance to new hires.

#### **Retention Programs:**

- Develop retention programs to incentivize newly recruited workers to stay in the industry.
- Consider initiatives such as mentorship programs, career development opportunities, or recognition programs.

#### **Feedback Mechanisms:**

- Establish channels for collecting feedback from newly recruited workers on their experiences and challenges.

- Use feedback to identify areas for improvement and make adjustments to retention strategies as needed.

## **7. New Contractors or Work Acquisition**

### **Market Expansion:**

- Explore opportunities to expand into new market segments or geographical areas where there is unmet demand for sheet metal services.
- Conduct market research to assess the feasibility and potential returns of expansion initiatives.

### **Contractor Recruitment:**

- Identify potential new contractors who may be interested in partnering with unionized sheet metal workers.
- Develop outreach strategies to attract new contractors, such as networking events, trade shows, or targeted marketing campaigns.

### **Retention of New Contractors:**

- Develop strategies to build strong relationships with newly recruited contractors and maintain their loyalty.
- Provide excellent service, clear communication, and timely payments to foster trust and collaboration.

## **8. Action Plan**

### **Prioritize Actions:**

- Review the findings of the stop gap analysis and prioritize actions based on their impact and feasibility.
- Identify quick wins and long-term initiatives that will address the most critical gaps and opportunities.

### **Assign Responsibilities:**

- Assign responsibility for each action item to specific individuals or teams within the organization.
- Clearly define roles, expectations, and timelines for implementation.

### **Timeline:**

- Develop a timeline for implementing each action item, taking into account dependencies and resource constraints.
- Set realistic deadlines and milestones to track progress and ensure accountability.

### **Performance Metrics:**

- Define key performance indicators (KPIs) to measure the success of the action plan.
- Establish benchmarks and targets for each KPI and regularly monitor progress towards achieving them.

By following these detailed instructions, local leaders can effectively complete each part of the stop gap analysis template and develop actionable strategies to address the challenges and opportunities in the unionized sheet metal industry.