



# HOW TO FIND YOUR MISSING SKILLS BEFORE HIRING A CA

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## HOW TO FIND YOUR MISSING SKILLS BEFORE HIRING A CA

To use a musical analogy, your practice team is a group of individuals with their own 'instruments' who are singing of the same 'song sheet' which is your practice's purpose, vision and culture.

The placement of people on your team could be likened to choosing which instruments you select to compose your band or orchestra. It depends on the music you will generate and the effect that you want to have on your listeners.

The decision on who to include in your Super CA team is a big one, which impacts upon yourself, your team, your practice members and your business. It is critical that this decision is made with your eyes wide open.

This simple 3 step exercise will give you an excellent opportunity to identify the skills that are missing or at least unloved in your current team and these skills are therefore required in the next recruit.

### Step 1

Make a list of all the skills that are not loved by your current team (including you).

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## Step 2

What do you all love to do and gives great results in the practice?

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## Step 3

Write a list of activities that stop you from being able to do what you love in your practice.

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## NOW THAT YOU KNOW THE SKILL 'GAPS' ...

Hire someone who not only buys into your practice's purpose, vision and culture but also possesses strong skills in the areas that you have outlined above.

You will have to make sure that you have a specific set of steps, a template or a proforma that will guide the person in completing this task. This should be in your Office Policy Manual and should be able to be duplicated by everyone.

Note that sometimes it may require that a registered health professional signs off on the task. For example, the chiropractor may not like doing reports and the new recruit loves writing. The new Super CA is given that task along with a template and content acquisition strategy but the final responsibility for the report lies with the chiropractor.

This process is a great opportunity to check in on your current team and note where there are skills that are being put to the wrong use and where there are gaps in your skill base. If you are going to be hiring, we suggest that you do this exercise to ascertain the skill base you are seeking.

When your team have both the needed skills plus the vision, you will have an awesome group who will create magnificent music together.

Identifying the Skill Gaps in your team is critical but there is another 'Gap', which is even MORE important.

I will send you this in the next few days.

Kind regards,  
The Quest Chiropractic Coaching team