

GEG INC. MALAYSIA

HR Toolkit for Entrepreneurs

This toolkit helps entrepreneurs assess the strengths and weaknesses of their team. It provides simple tools to map out staff roles, check skills, identify training needs, balance workloads, and plan for future manpower. Use this toolkit every 6–12 months to see where your team is strong and where extra training or new hires may be needed.

Staff Profiles

Use one page per staff member. Fill in details about their role, main tasks, strengths, weaknesses, and training needs.

Name	
Role	
Main Tasks	
Strengths	
Weaknesses	
Training Needed	

Skills Matrix

Check the skills in your team across key areas: technical, customer service, digital, and finance. Mark where each person is strong or weak. This shows where training may be needed.

Skill Area	Staff 1	Staff 2	Staff 3	Staff 4	Notes

Training Needs

Once you know the skills gaps, decide who needs training, why, and when. This helps you plan and prioritize training instead of leaving it to chance.

Area Needing Training	Who Needs It	Why	When

Workload Balance

Check whether staff are overloaded or underused. Balance is important for morale and productivity.

Staff	Hours Worked / Week	Main Tasks	Overloaded (Y/N)	Notes

Future Manpower Needs

As your business grows, plan ahead for future roles. Decide if existing staff can be trained or if new hires are needed.

Future Role	Can Train Existing Staff? (Y/N)	Need to Hire New? (Y/N)	Notes

HR Action Plan

Every 6–12 months, choose up to 6 manpower improvements to focus on. This could be training, hiring, or rebalancing workloads. At the end of the period, check if you achieved them.

No.	Action	Who	Start	Check	Done (✓)	Notes
1						
2						
3						
4						
5						
6						