



FREE RESOURCE · WORKSHEET

Workforce Readiness Review

For Caribbean hospitality workforce teams

A short management review focused on induction gaps, training, expiring credentials, safety communications and staff incidents.

How to use this resource

1 Confirm what applies

Map the resource to the employee's role, property services and the current requirements in your jurisdiction.

2 Use real roles and people

Assign training, credentials and follow-up to identifiable people or accountable roles.

3 Keep the evidence

Record where the induction, certificate, attendance record or supporting document can be retrieved.

4 Review exceptions

Focus management attention on missing, overdue, expiring or unacknowledged items.

5 Recheck after change

Review readiness when somebody joins, changes role, returns after a long absence or takes on an emergency responsibility.

IMPORTANT

Training, credential and employment requirements vary by jurisdiction and role. Verify current local law, regulator requirements, insurer conditions and company policy before use.

Workforce Readiness Review

A short management review focused on induction gaps, training, expiring credentials, safety communications and staff incidents.

Any new starters missing induction sign-off?

Any required training overdue or not evidenced?

Any staff credentials expiring in the next 30-60 days?

Any role with a repeated training or competency gap?

Any safety notices awaiting acknowledgement?

Any staff-safety incidents awaiting follow-up?

Any hurricane / emergency roles affected by staffing changes?

Top three workforce-readiness actions

Owners and due dates

Manager review date

A staff file is not the same as workforce readiness.

CaribSafe People helps make the gaps visible.

CaribSafe People connects induction, training, workforce credentials, safety communications and staff-safety follow-up so managers can see what needs attention across the property.

[Book a 20-minute walkthrough](#)