

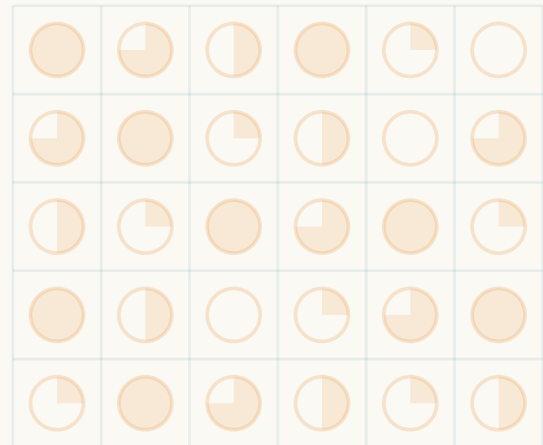


AN ARDENT WORKSHOP PRODUCT

Free ILUO Starter Board






The four-level icon system, on a small board — free from Ardent Workshop.

[Start here](#)



Your free ILUO starter board

An ILUO matrix is the simplest way to see who on your team can do what. Put your people down one side and your tasks across the top, and record how far each person has got with the four-step ILUO scale. Each step fills another quarter of a circle, so a wall of cells reads as a heat map at a glance.

Level	What it means	Coverage
 Not assessed	No training recorded for this person on this task yet. Treat it as a gap until someone is assessed.	Not yet coverage
 In training	Learning the task under direct instruction. Cannot work it without a trainer alongside. The starting line, not coverage.	Not yet coverage
 Limited	Can do the task with help or supervision, or can do part of it unaided. Not yet signed off to work alone. Still not counted as coverage.	Not yet coverage
 Unsupervised	Fully competent. Works the task alone, to standard, with no supervision. This is the first step that counts as coverage.	Counts as coverage
 Operator (can train others)	Fully competent, and able to train and sign off other people on this task. Counts as coverage and as training capacity.	Counts as coverage

How to use the board

- 1 Open ILUO-Matrix-Starter-Board.xlsx in Excel or Google Sheets.
- 2 List your people and a few tasks, then pick a level in each cell from the dropdown.
- 3 Watch the cells colour themselves — pale columns are your gaps; a column with one dark cell is a single point of failure.

READY FOR THE WHOLE PICTURE?

This starter shows the icon system on a small board. The full Training & ILUO Skills Matrix adds it all up for you: per-task coverage counts, key-person-risk flags, multi-station rollups, an audit-ready quarterly review log, and four plain-English guides — one owned file for Excel, Google Sheets, and LibreOffice. [Get the full Training & ILUO Skills Matrix >](#)

Free starter from Ardent Workshop. The example team is fictional and illustrative. This is a record-keeping template, not HR, legal, or compliance advice, and not a certification of competence. ILUO is a generic, widely-used training scale; not affiliated with or endorsed by any standards body.