

Skills Gap Analysis Tool

A skills gap analysis helps identify the difference between the skills employees currently have and the skills they need to achieve organisational goals. This tool supports workforce planning, training investment, and personal development by providing a structured approach to assessing capability.

1. Purpose of This Tool

- ☐ Identify current skill levels across individuals or teams.
- ☐ Compare current capabilities with future business requirements.
- ☐ Highlight strengths to leverage and gaps to address.
- ☐ Inform targeted training and development plans.
- ☐ Align employee development with organisational strategy.

Tip: A skills gap analysis is most effective when repeated annually or before major strategic changes.

2. Steps in Conducting a Skills Gap Analysis

1. **Define required skills** for each role, project, or strategic goal.
2. **Assess current skills** through self-assessment, manager evaluation, or testing.
3. **Identify gaps** where proficiency is below required levels.
4. **Prioritise development** based on business impact and urgency.
5. **Create action plans** for training, recruitment, or redeployment.

Tip: Involve both managers and employees in the process to ensure accuracy and engagement.

3. Skills Assessment Table

Skill / Competency	Required Level (1–5)	Current Level (1–5)	Priority (High Gap / Medium / Low)	Development Action	Target Date
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Tip: Use a 1–5 scale for simplicity, where 1 = Beginner and 5 = Expert. The “Gap” is the difference between required and current levels.

4. Role or Team Summary

Role / Team Total Skills Assessed Average Gap Score Key Strengths Critical Gaps

- ☐ Key gaps align with strategic priorities.
- ☐ Strengths identified for potential mentoring or cross-training.

Tip: Aggregating data at the team or departmental level helps prioritise organisational training investment.

5. Development Planning

Skill Gap	Development Method	Responsible Person	Support Required	Review Date
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- ☐ Development methods may include workshops, online training, coaching, mentoring, or shadowing.
- ☐ Progress reviewed regularly to ensure improvement.

Tip: Tailor development actions to learning preferences and job relevance for maximum effectiveness.

6. Sources of Skill Assessment Data

- ☐ Self-assessments completed by employees.
- ☐ Manager assessments validated through evidence.
- ☐ Peer or 360-degree feedback.
- ☐ Performance metrics or quality reports.
- ☐ Certification or qualification records.

Tip: Use multiple data sources for a more accurate and objective view of skill levels.

7. Future Skills Forecast

Emerging Skill	Importance to Organisation	Current Readiness	Recommended Action
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- ☐ Future skills linked to strategic goals and technology trends.
- ☐ Readiness gaps addressed through proactive development.

Tip: Future-proofing your workforce ensures long-term competitiveness and adaptability.

8. Reporting and Action

- ☐ Present results to senior leadership with visual summaries.
- ☐ Align training budgets with the highest-impact skills.
- ☐ Create clear communication plans to engage employees.
- ☐ Reassess progress after six to twelve months.

Tip: Turning data into action is where the real value lies. Analysis without follow-up achieves nothing.

9. Continuous Improvement

- ☐ Regularly update skill frameworks as roles evolve.
- ☐ Encourage employees to take ownership of their skill growth.
- ☐ Track completion and success of training programmes.
- ☐ Recognise employees who close key skill gaps.

Tip: A culture of continuous learning drives innovation and long-term success.

How to Use This Tool

Use this tool at both individual and organisational levels to build a clear picture of skill strengths and gaps. Combine it with personal development planning and training needs analysis to ensure people have the right skills at the right time to achieve strategic goals.

Notes