

SKILLS GAP ANALYSIS TEMPLATE

1. Define Objectives
 - Identify business goals and future needs
 - Determine which departments or roles to focus on
2. Identify Required Skills
 - List the skills needed for each role now and in the next 2-5 years
 - Consider technical skills, soft skills, and anticipated technology changes
 - Rank skills by importance and proficiency level required
3. Assess Current Skills
 - Gather data on employee skills through:
 - Performance reviews
 - Surveys and self-assessments
 - Manager input
 - Certifications and qualifications
 - Centralize skill data using an HRIS if available
4. Identify Skill Gaps
 - Compare current skill inventory to required skills
 - Identify areas lacking necessary proficiency levels
 - Diagnose specific gaps for individuals, teams, and departments
5. Analyze and Prioritize Gaps
 - Determine which skill gaps pose the highest risk
 - Evaluate the costs and benefits of addressing each gap
 - Prioritize gaps based on strategic importance
6. Develop an Action Plan
 - Create targeted strategies to close priority skill gaps, such as:
 - Upskilling/reskilling programs
 - Mentoring and knowledge sharing
 - External recruiting for critical needs
 - Leveraging an LMS for training
 - Set clear goals and timelines for closing gaps
7. Implement and Monitor
 - Execute the action plan and training initiatives
 - Continuously assess progress in closing skill gaps
 - Regularly update the skills database
 - Repeat the analysis annually or quarterly to stay current

By following this template, organizations can effectively identify and address skills gaps to optimize their workforce capabilities and achieve business goals. Leveraging HR technology like an HRIS and LMS can streamline the process.