Skills Gap Analysis Template

Identify and Bridge Skill Gaps

A Simple Template to Strengthen Your Workforce
and Enhance Organizational Performance

Risely

Introduction

7 out of 10 leaders believe that a skills gap is negatively impacting their business performance, as per Springboard*.

Skill sets required for job roles have changed by 25% from 2015, as LinkedIn** discovered.

A continuous skills gap analysis that determines the gap between the present and ideal state of skills in an individual or team thus becomes essential to remain competitive and successful.

Inside, you will find:
- A template to populate your team's skill repository
- A template for skills gap analysis of individuals
- A template for skills gap analysis of teams
- People management skill assessments for training

Table of Contents

2 Understanding Skills Gaps at Different Levels

A skills gap refers to the difference between the present and ideal level of skills and competencies.

As per our earlier understanding from learning and development strategies, we can visualize an organization at three levels. We start with the organization as a whole, break it down into teams or departments, and further knock at the individual employee level.

Skill gaps are present in different forms at all three levels. Let's understand how this works.

Risely

Organizational Level

The organizational level lends us the business and strategic goals, as well as the broad learning needs arising from them.

Here, we would notice skill gaps throughout the organization, indicating a substantial mismatch between the company's overall competency requirements and the collective skills of the workforce.

Symptoms:
- Reduce competitiveness
- Inability to adapt to market demands
- Difficulty in executing plans

For instance, let's look at Airbnb's example*. In the team's own words, data is essential to everything they do, but the penetration of data in every action within the company was not very high.

The team boasted of a smart data team, but they could not support all the decision-making tasks out there. Airbnb decided to develop data skills for every employee, leading to the development of an in-house data university that led to their vision of data-informed decision making at every step.

Risely

Department or Team Level

One step down, the challenges are concentrated in particular teams or departments. Here, the disruption happens in team objectives. As a result, you will witness them missing out on objectives as the collective competencies are not enough to meet requirements.

Symptoms:
- ▶ Lower-quality work within the department
- ▶ High absenteeism or turnover
- ▶ Challenges in cross-functional collaboration

Tech giant Google offers an interesting example of tackling skill gaps in a particular group of people: engineers who do not look forward to management. The question was: do managers matter?

Google kicked off Project Oxygen*, which focused on understanding and improving management skills at the team level after a thorough data analysis of the impact managers have on a team's performance. They identified eight core traits of effective managers and created systems to enable, sustain, and leverage those. It took the shape of guidelines and hands-on training programs.

Risely

Individual Level

Ultimately, the individual unit, i.e., your employees, can have skill gaps. These gaps can result in unmet targets, missed communication, or frustration with career ambitions. These gaps indicate that an employee's skills and knowledge do not fully align with the requirements of their job role.

Symptoms:
- ⏵⏵ Career stagnation
- ⏵⏵ Frequently not meeting expectations
- ⏵⏵ Stress and annoyance

For example, a newly hired graphic designer at your branding agency, Sarah, lacks the necessary skills in the latest design software and struggles to meet client expectations. She has a strong portfolio and excellent creative instincts, but her technical skills are outdated.

She's unfamiliar with industry-standard UI design tools like Figma or Sketch, which are crucial for the agency's growing digital branding projects.She's not familiar with the agency's project management software (e.g., Asana) or the cloud-based file sharing system, slowing down team workflows.

Such skill gaps need to be tackled with the respective person, with support from the manager.

3 Skills Inventory Template

> A skill inventory is a comprehensive database or list that catalogs the skills, knowledge, qualifications, and competencies of employees within your organization. It serves as a valuable tool for L&D teams to identify the current skill set of the workforce, analyze skill gaps, and make informed decisions about training, development, and talent management.

How does it work?

The skill inventory template by Risely provides a framework for recording the skill sets of individual employees in comprehensive detail. Along with the basic employee information, it records the areas of interest and expertise that do not directly fall into the scope of their role to provide scope for employee-led development and raise interest in upskilling initiatives.

- Refer to the rating guides to gauge the accurate levels of skills.
- Do not forget to account for people skills along with the functional ones for the employee's role.
- Add remarks at the end to guide the next steps toward a developed skill set.

Skill Rating Guide

To be used for self and manager scores

1. **Novice:** Little to no understanding of this skill competency
2. **Beginner:** Understands the basics but needs significant support
3. **Intermediate:** Knows the fundamentals for task performance, needs support for deep dives
4. **Advanced:** Innovative and leading in this competency and can train others
5. **Expert:** Able to independently handle advanced tasks and guide others

Interest Rating Guide

Level of interest is critical in determining an employee's enthusiasm toward upskilling.
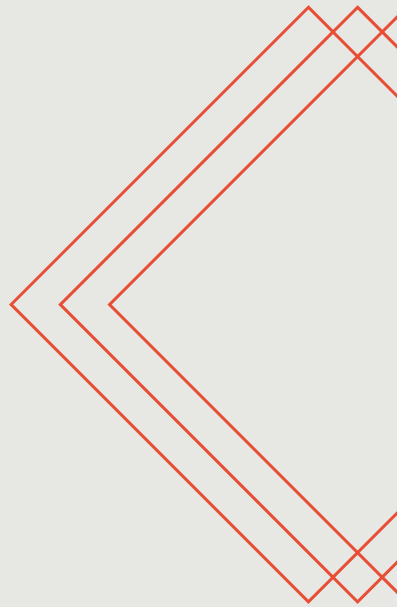
1. **Not interested:** Does not desire to work on this skill
2. **Somewhat interested:** Little interest in gaining proficiency in this area
3. **Moderately interested:** Significantly interested in developing the skill further
4. **Highly interested:** Actively interested in expanding knowledge and capabilities
5. **Passionately interested:** Enthusiastic to master and apply this skill

Risely

Importance Rating Guide

The level of importance determines the urgency and need to upskill the employee in a particular area.

1. **Not important:** The employee does not need this skill to accomplish their responsibilities
2. **Low importance:** The skill will minimally help the employee achieve their responsibilities
3. **Moderate importance:** The skill can help the employee meet goals substantially
4. **High importance:** The employee needs this skill to perform their job effectively
5. **Critical:** The employee cannot accomplish objectives without this goal

Skills Inventory Template

Employee Information
Name
Job Title
Department
Date of Assessment

Skill	Self Assessment Score	Manager Assessment Score	Interest	Importance	Action
E.g. active listening	4	4	3	5	Keep applying nudges regularly for constant improvements

Remarks:

_____

_____

Employee signature: **Manager signature:**

_____

SKILLS GAP ANALYSIS TEMPLATE

Risely

4 Individual Skills Gap Analysis

A skill gap analysis helps you understand the major skill gaps across the individual's range of responsibilities. You can use these insights to understand a team's most common skill needs and further design learning and development interventions accordingly.

- Refer to the rating guides to gauge the accurate levels of skills.
- Do not forget to account for people skills along with the functional ones for the employee's role.
- Add remarks at the end to guide the next steps toward a developed skill set

How does it work?

Gap for a skill for a particular employee is calculated as –

Skill Gap = (Importance Score + Interest Score) – Average Skill Score

Risely

Here's an example:

Let's say the employee's scores are:
- _Importance of the Skill: 4_
- _Interest in the Skill: 3_
- _Average Skill Score (Self + Manager/2): 2.5_

Plugging these values into the formula: Skill Gap = (4 + 3) – 2.5 = 7 – 2.5 = 4.5

In this case, _the skill gap would be 4.5 on a scale of 10_ (2 x 5 for Importance and Interest).

The interpretation of this skill gap score would be:
- The skill is relatively important for the employee's success (score of 4 out of 5) and the employee has moderate interest in developing it (score of 3 out of 5).
- However, the employee's current proficiency level is below what is required, with an average score of 2.5 out of 5.
- The skill gap of 4.5 out of 10 indicates a significant need for skill development in this area to bridge the gap between the ideal and the current skill level.

Similarly, you can interpret all the skill gaps as:

0 – 2: Minimal Skill Gap– The employee's current skill level is well-aligned with their importance and interest in the skill.
- No immediate need for skill development in this area.
- You should focus on maintaining or slightly enhancing the existing proficiency.

3 - 4: Small Skill Gap- The employee's skill level is somewhat lower than the importance and interest in the skill.
- There is a small gap that you can address through minor training or coaching.
- Opportunity to enhance performance and unlock additional potential in this skill area.

5 - 6: Moderate Skill Gap- The employee's skill level is significantly lower than the importance and interest in the skill.
- This represents a notable gap that requires more substantial skill development efforts.
- Targeted training, job shadowing, or mentoring should be considered to close the gap.

7 - 8: Large Skill Gap- The employee's skill level is well below the importance and interest in the skill.
- This is a substantial gap that is likely impacting the employee's overall performance and career growth.
- A comprehensive skill development plan should be implemented, including formal training, job rotations, or even hiring additional talent.

9 - 10: Critical Skill Gap- The employee's skill level is drastically lower than the importance and interest in the skill.
- This represents a critical gap that needs to be addressed urgently to ensure the employee's and the organization's success.
- Immediate and intensive skill development interventions, such as dedicated training, coaching, or restructuring of responsibilities, are required.

Skill Rating Guide

To be used for self and manager scores

1. **Novice:** Little to no understanding of this skill competency
2. **Beginner:** Understands the basics but needs significant support
3. **Intermediate:** Knows the fundamentals for task performance, needs support for deep dives
4. **Expert:** Able to independently handle advanced tasks and guide others
5. **Advanced:** Innovative and leading in this competency

Interest Rating Guide

Level of interest is critical in determining an employee's enthusiasm toward upskilling.

1. **Not interested:** Does not desire to work on this skill
2. **Somewhat interested:** Little interest in gaining proficiency in this area
3. **Moderately interested:** Significantly interested in developing the skill further
4. **Highly interested:** Actively interested in expanding knowledge and capabilities
5. **Passionately interested:** Enthusiastic to master and apply this skill

Importance Rating Guide

The level of importance determines the urgency and need to upskill the employee in a particular area.

1. **Not important:** The employee does not need this skill to accomplish their responsibilities
2. **Low importance:** The skill will minimally help the employee achieve their responsibilities
3. **Moderate importance:** The skill can help the employee meet goals substantially
4. **High importance:** The employee needs this skill to perform their job effectively
5. **Critical:** The employee cannot accomplish objectives without this goal

Individual Skills Gap Analysis Template

Employee Information
Name
Job Title
Department
Date of Assessment

Skill Name	Importance	Interest	Skill score			Gap
			Self	Manager	Average	
Negotiation	5	3	4	2	3	7

TOP 3 SKILL GAPS FOR _____ :

1. _____

2. _____

3. _____

RECOMMENDATIONS:

1. _____

2. _____

3. _____

5 Team Skills Gap Analysis

How does it work?

A team skill gap analysis compiles the information regarding skill gaps of all the employees within a department at one place. It also makes decision making and prioritization easy for learning and development initiatives. Remember, as per the **Pareto principle**, there are a few skills (20%) that can create the maximum impact (80%) on your team.

20% Skills ⟶ 80% Impact

Image 5: Pareto Principle

Risely

To calculate skill gap scores at the team level, we will utilize the frequencies of individual skill gap scores as follows:

Determine the averages of interest and importance of all the skills across the team members.

Determine the average level of skill present currently in your team.

Calculate the Skill Gap using the same formula as we did for individuals: (Importance + Interest) - Current Skill Level

Count how many times each skill appears as a gap for individual team members to determine the Frequency of Appearance.

Calculate a Priority Score: (Skill Gap x Frequency of Appearance) The Priority Score helps in prioritizing which skills to focus on first in your team development efforts.

Sort the skills based on the Priority Score in descending order. This will bring the most critical team skill gaps to the top. For each of the top skill gaps, list which team members contribute to this gap. With these insights on your hand, you will be able to craft effective upskilling programs for the team.

Risely

Skill Rating Guide

To be used for self and manager scores

1. **Novice:** Little to no understanding of this skill competency
2. **Beginner:** Understands the basics but needs significant support
3. **Intermediate:** Knows the fundamentals for task performance, needs support for deep dives
4. **Expert:** Able to independently handle advanced tasks and guide others
5. **Advanced:** Innovative and leading in this competency

Interest Rating Guide

Level of interest is critical in determining an employee's enthusiasm toward upskilling.

1. **Not interested:** Does not desire to work on this skill
2. **Somewhat interested:** Little interest in gaining proficiency in this area
3. **Moderately interested:** Significantly interested in developing the skill further
4. **Highly interested:** Actively interested in expanding knowledge and capabilities
5. **Passionately interested:** Enthusiastic to master and apply this skill

Risely

Importance Rating Guide

The level of importance determines the urgency and need to upskill the employee in a particular area.

1. **Not important:** The employee does not need this skill to accomplish their responsibilities
2. **Low importance:** The skill will minimally help the employee achieve their responsibilities
3. **Moderate importance:** The skill can help the employee meet goals substantially
4. **High importance:** The employee needs this skill to perform their job effectively
5. **Critical:** The employee cannot accomplish objectives without this goal

Team Skills Gap Analysis Template

Team Information
Name
No. of Team members
Department (if applicable)
Date of Assessment

Your team skills matrix will be designed as follows:

Skill Name	Importance (Sum of individual scores/No. Of team members)	Interest (Sum of individual scores/No. Of team members)	Current level (Sum of individual scores/No. Of team members)	Skill gap (Importance + Interest) – Current Skill Level	Frequency (Appearances of skill gap in individuals)	Priority (Skill gap * Frequency)
Active listening	4	3	2	5	4	20

Risely

TOP 3 SKILL GAPS FOR _____ TEAM:

1. _____

2. _____

3. _____

RECOMMENDATIONS:

1. _____

2. _____

3. _____

6 People Management Skill Assessments to Speed Up Your Growth

Skill gaps in people management areas (often conflated with soft functional skills) are harder to measure than functional ones because they are often intangible. The questions of biases and personal preferences also arise. But they cannot be left behind, either. Companies increasingly face skill gaps in cognitive abilities* like strategic and critical thinking, and leadership is witnessing an impact on business performance.

Risely offers leadership skill assessments for 19 critical areas that include:

- A self-assessment for your team member's review
- A team assessment that collects feedback anonymously from the user
- Detailed reports with insights into the sub-skills that make or break proficiency

Discover the range here:

EFFECTIVE DELEGATION

MICROMANAGEMENT

ACTIVE LISTENING

ASSERTIVE COMMUNICATION

ONE ON ONE

CONSTRUCTIVE FEEDBACK

DECISION MAKING

TIME MANAGEMENT

COMMUNICATION

CRITICAL THINKING

PROBLEM SOLVING

PRIORITIZATION

PERSUASION

GOAL-SETTING

CONFLICT MANAGEMENT

STRATEGIC THINKING

EXPECTATION SETTING

CONFRONTATION

COLLABORATION

Risely

7 Empower L&D with Risely

Leadership development is one of the biggest areas of focus for L&D teams. As per *LinkedIn Workplace Learning Report**, more than half (57%) L&D professionals are engaged in development leadership and management skills. And yet plenty of professionals stagnate.

Are you also struggling with the maze of training and development solutions that seem to go nowhere?
*Let's face it: fancy software and expert coaches are only effective if your managers use them.*

<u>Here's the thing:</u> traditional training programs don't cut it anymore. They fail to address the diverse challenges your managers face across the organization. Forget the ten more brochures you have piled up. We have a better solution – one that hands the reins to you.

Here's how Risely can bridge this gap and empower your managers to become the confident leaders your organization deserves:

BITE-SIZED LEARNING

Risely delivers micro-learning modules, making leadership development accessible and engaging for busy schedules. Managers learn and grow at their own pace, absorbing valuable insights in short, manageable bursts.
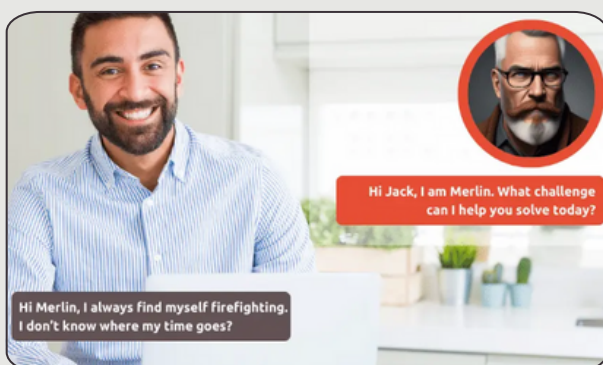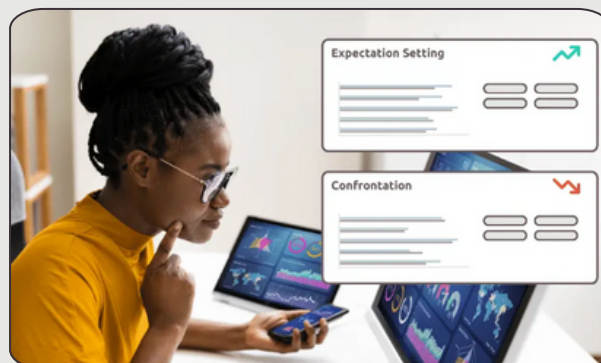

SCALABLE DEVELOPMENT

Unlike traditional coaching models, Risely is your AI coach who simultaneously provides personalized coaching to all your managers, ensuring everyone can access the support they need, as and when they need it.

COMPANY-ALIGNED LEARNING

Risely offers personalized coaching paths aligning with your organization's values and goals. This ensures managers develop the most relevant skills for your company's success.
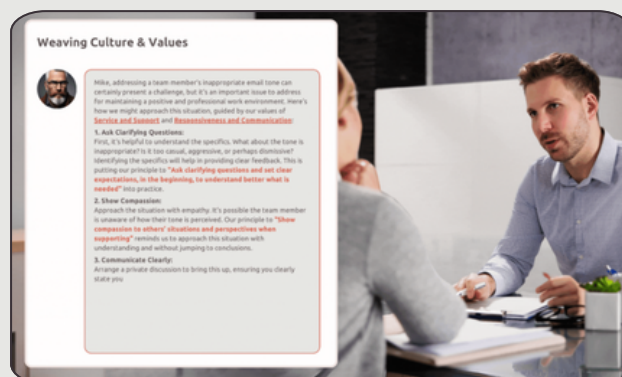
HONEST FEEDBACK & COACHING

Risely fosters a culture of open communication through anonymous feedback. This allows managers to receive constructive criticism without fear of judgment, leading to more effective development.

MASTERCLASSES FOR DEEPER DIVES

Complementing micro-learning, Risely offers regular Masterclasses led by subject matter experts. These sessions enable managers to deepen their skill sets in specific leadership areas.
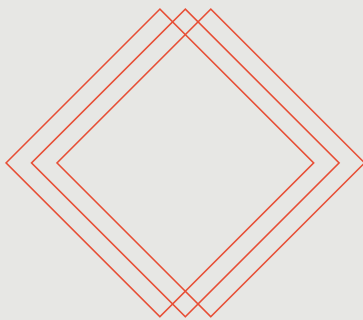
Ready to unlock your Managers' potential? Want more? Hit us up at *info@risely.me* and let's figure something out as unique as your team's potential!

I have been on a trial of Risely and am very impressed. As someone who designs and delivers Leadership Development Programs, Risely was on point with its journey maps and coaching content. It was responsive and reinforced concepts in a variety of ways. I feel Risely will be a valuable tool for managers to utilize as they build their muscle in leading others effectively.
-Janis Cooper
Best Friends Animal Society4

We searched for a long time for a management training solution that covered all bases for people skills as well as things like time management and organization. But only Risely delivered this for us. Risely's team has been super helpful and responsive, and the AI component, Merlin, is really amazing. Thank you, Risely!
-Joy Jones
Vice President, Your Pet Space

Risely is the smartest way I've seen to support leaders in building, developing, and managing cohesive teams. At the end of the day, we want to improve people's performance, and this solution saved us time and resources to make it happen.
-Pedro Alvarez
Innovation Director, The AES Corporation

I have had 1-1 coaching before, and Risely was so much different. I could pace the guidance as per my preference and customize the challenges I face. The practical advice during my workday helps me easily navigate challenging situations.
-Garima Mathur
Director - Strategic Marketing

Leaders like you are transforming their professional lives with **Risely**

SIGN UP

Risely

www.risely.me