Skills gap analysis template

- Organization's Name: _____
- Employee's Name: _____
- Instructions: Complete this skills gap analysis sheet for all team members with the help of their managers. List out the necessary skills for each role and rate each skill level on a scale of 1 (basic) to 5 (expert). Use this to identify training needs and create an action plan for skill development.

Skill Name	Current Skill Level	Desired Skill Level	Action Plan	Start Date	Due Date	Priority	Complete	Notes
Data Analysis (Excel)	2	5	Enroll in advanced Excel course	MM/DD/YYYY	MM/DD/YYYY	High	☐	
Python Programming	1	4	Attend coding bootcamp	MM/DD/YYYY	MM/DD/YYYY	Medium	☐	
Skill 4				MM/DD/YYYY	MM/DD/YYYY		☐	
Skill 5				MM/DD/YYYY	MM/DD/YYYY		☐	