



List of skills and their relevance

Team: [example] ELearning Development

Instructions: Identify the most important skills for your team members and explain their relevance.

Skill ratings from 1 to 5

1 = Not relevant/important

5 = Extremely relevant/ important

Skill	Relevance/Importance
[example] Articulate 360	5
[example] Adult Learning Theory	3
[example] Project Management	2
[example] Visual Design	5
[example] Assessment Development	4

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Skills Evaluation

Team: [example] ELearning Development

Instructions: Identify skills gap. Then, fill in the individual's score to get total points in each category. Note: The skills and names of employees serve as examples and can be changed based on your current team and its i

Ratings from 1 to 5					
	1 = Employee hasn't developed this skill			5 = Employee is an expert at this skill	
Employee	Articulate 360	Adult Learning Theory	Project Management	Visual Design	Assessment Development
[example] Cary Williams	5	2	5	4	4
[example] Natalie Smith	3	4	5	5	3
[example] Trisha McCormick	4	2	5	2	6
[example] John Carol	3	4	5	5	1
Total(avg)	3.8	3.0	5.0	4.0	3.5

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Individual Skills Gap Analysis

Team: [example] Elearning Development

Guideline: The scores from 1 to 10 will automatically populate based on the evaluation on the previous sheet.

Ratings from 1 to 10 1 = Employee hasn't developed this skill and needs extensive training 10 = Employee is an expert at this skill and has no gaps

Employee/Candidate	Articulate 360	Comments / Actions	Adult Learning Theory	Comments / Actions	Project Management	Comments / Actions	Visual Design	Comments / Actions	Assessment Development	Comments / Actions	Total(avg)	Comments / Actions
[example] Cary Williams	1		1		1		2		2		1.4	
[example] Jack Dorsey	1		1		1		2		2		1.4	
[example] Trisha McCormick	1		1		1		2		2		1.4	
[example] John Carl	1		1		1		2		2		1.4	
Total(avg)	1.0		1.0		1.0		2.0		2.0		1.4	

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Team Skills Gap Analysis

Team: [example] ELearning Development

Instructions The current score indicates where the employee is right now; the desired score indicates where you want the employee to be. In the comments section, specify the steps you plan to take to reach the desired score.

Current score: What is the Team's average score based on the evaluation?

Desired score: What is the average score you want your team to have? Complete this section before conducting the gap analysis.

Gap score: What is the gap between the current and the desired score?

Comments: Identify solutions and next steps that will help you close the gap and reach your goals.

Skill	Current score	Desired score	Comments / Next steps
[example] Articulate 360	3.8	4	
[example] Adult Learning Theory	3.0	5	
[example] Project Management	5.0		
[example] Visual Design	4.0		
[example] Assessment Development	3.5		

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