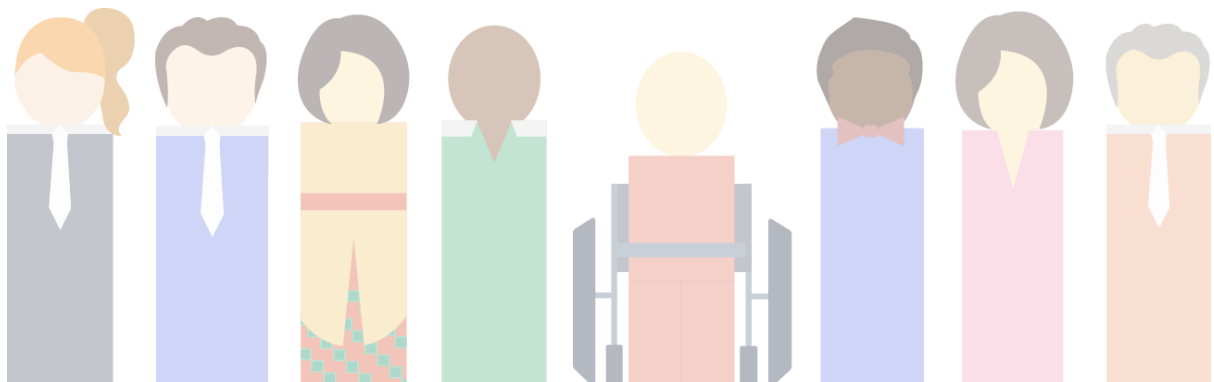




Nine Dots Development
Learn Today, Lead Tomorrow.

A New Manager's Guide to Conducting a Skills Gap Analysis



A New Manager's Guide to Conducting a Skills Gap Analysis

A skills gap analysis is a valuable tool that helps managers assess the knowledge, skills, and competencies of their staff in relation to their current roles or future career aspirations. This template will guide you in conducting a comprehensive skills gap analysis for each team member. By identifying gaps between desired and existing skills, you can design targeted development plans to bridge those gaps.

Section 1 Employee Information

Employee Name:

Job Title:

Department:

Date:

Section 2 Desired Skills and Competencies

Job-Specific Skills

Identify the key skills and competencies required for the employee's current role or their desired future roles within the organisation. This could include technical skills, industry-specific knowledge, or specific job-related competencies.

Leadership and Soft Skills

Consider the leadership and soft skills that are important for success in the organisation, such as communication, problem-solving, teamwork, adaptability, and decision-making abilities.

Section 3 Existing Skills Assessment

Self-Assessment

Ask the employee to assess their own skills and competencies based on their perception. This self-evaluation can provide valuable insights and initiate self-reflection.



Manager Assessment

Conduct an assessment of the employee's skills and competencies from your perspective as their manager. This evaluation should be based on your observations, feedback from others, and performance reviews.

Section 4 Skills Gap Analysis

Identify Skill Gaps

Compare the desired skills and competencies with the employee's self-assessment and manager assessment. Identify areas where gaps exist between the desired and existing skills.

Prioritise Skill Gaps

Prioritise the identified skill gaps based on their relevance to the employee's current role or future career aspirations. Focus on the skills that have the most significant impact on their performance and growth.

Section 5 Development Action Plan

Define Development Goals

Collaborate with the employee to set specific, measurable, achievable, relevant, and time-bound (SMART) goals to address the identified skill gaps. Ensure these goals align with the employee's career aspirations and organisational objectives.

Development Strategies and Resources

Determine the development strategies and resources needed to bridge the skill gaps. This could include training programmes, workshops, mentoring, job rotations, online courses, or external certifications.

Timeline

Establish a timeline for each development activity, considering the employee's workload and organisational priorities. Break down the plan into smaller milestones to track progress and ensure accountability.



Section 6 Evaluation and Review

Progress Tracking

Regularly review and track the employee's progress towards their development goals. Provide feedback and support as needed to keep them motivated and on track.

Adjustments and Updates

Periodically reassess the skills gap analysis to account for changes in the employee's role, career goals, or organisational needs. Update the development plan accordingly to address new skill gaps or adjust existing goals.

Section 7 Signatures

Manager's Signature:

Employee's Signature:

Date:



Recommended Training for New Managers

We offer several programmes which are specifically designed for new managers:

[Fast-track New Manager Course](#)

The graphic is a dark blue rectangular banner with white and light blue text. At the top left is the 'Nine Dots Development' logo, which consists of a 3x3 grid of white dots. To the right of the logo is the text 'Nine Dots Development' and 'Learn Today, Lead Tomorrow.' in a smaller font. At the top right, the phone number '+44 (0) 1332 527 905' and the website 'ninedots.co.uk' are listed. The main title 'Fast-track New Manager Course' is prominently displayed in the center-left. Below it, the text '4-workshop Course (CMI Add-on Available)' is shown. A paragraph describes the course's benefits: 'Gives participants the key knowledge and skills to better understand their role as a new manager, successfully deliver the role, work with others across the organisation, and ensure that their team is effective, efficient, and productive.' On the right side, a light blue box titled 'This programme will help participants:' contains a list of six bullet points, each with a checkmark icon. At the bottom of the banner, there is a horizontal bar with a multi-colored background (grey, green, orange, teal, pink, purple) and logos for 'ilm', 'CMI', 'Education & Skills Funding Agency', and 'Apprenticeships'. To the right of these logos are six stylized icons of people wearing graduation caps.

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Fast-track

New Manager Course

4-workshop Course (CMI Add-on Available)

Gives participants the key knowledge and skills to better understand their role as a new manager, successfully deliver the role, work with others across the organisation, and ensure that their team is effective, efficient, and productive.

This programme will help participants:

- ✓ Understand new manager responsibilities
- ✓ Organise their time efficiently
- ✓ Prioritise, allocate and resource workload
- ✓ Set and monitor SMART objectives
- ✓ Nurture a high performing team
- ✓ And much more...

ilm CMI Education & Skills Funding Agency Apprenticeships

This course contains 4 x live virtual workshops and is delivered over 4 months:

- Workshop 1: Leadership & Management Excellence
- Workshop 2: Managing Operations
- Workshop 3: Effective Business Communication Skills
- Workshop 4: Building Effective Teams

It can also be delivered face-to-face in-company for groups of 5-12.



Funded Level 3 Team Leader Programme

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Funded Learning • Level 3 • CMI Accredited

Team Leader Programme

Take your **new** and **existing** staff from untrained or self-taught managers to confident, qualified and highly skilled leaders able to perform and progress within your organisation.

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This programme consists of 8 x blended modules and is delivered over 13+ months:

- Personal Development Planning
- Building Effective Teams
- Managing Operations
- Enhanced Business Communication Skills
- Project Management Skills
- Leading and Management Excellence
- Budgeting and Resource Management
- Data-Driven Management

Tailored In-company Management Essentials Programme

This programme consists of 3 days of training:

- Understanding the Role of a Manager and Defining Team Focus
- Communicating Effectively to Get the Best from Your Team
- Developing and Coaching Your Team for Success

This programme is ideal for groups of 5-12 and can be tailored if there are specific topics you would like included.





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