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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | SKILLS GAP ANALYS |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
| Guide your employee through updating their skills to become better qualified and to improve their performance |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   | Employee:  | **John Doe** |
|   |   |   |   |   |   |   |   |   | **Accounting Manager** |  |
|   |   | **SKILL DESCRIPTION** | **CURRENT SKILL LEVEL** | **DESIRED SKILL LEVEL** | **ACTION PLAN** | **START DATEDUE DATE** | **PRIORITY** | **COMPLETE** | **NOTES** |   |
|   |  |  | **LEADERSHIP**Have initiative & able to take charge of demanding situations | Basic | Expert | Specific tools strategies and techniques that will produce an excellent Manager/Leader | 01/01/2021 04/01/2021 | Medium | 04/15/2021 | Lorem ipsum dolor sit amet, consectetuer adipiscing elit.  |   |
|   |  |  | **TEAMWORK**Ability to work in a team, specific knowledge of teambuilding | Intermediate | Expert | Lorem Ipsum | 05/01/2021 09/01/2021 | Medium |   | Pellentesque habitant morbi. |   |
|   |  |  | **TECHNOLOGY**Daily computer usage &job-related technical skills | Basic | Intermediate | Lorem Ipsum | 06/01/2021 10/01/2021 | Low |   |   |   |
|   |  |  | **ANALYTICAL**Ability to analyze data, information, business, or work-related situations | Basic | Intermediate | Lorem Ipsum | 07/01/2021 11/01/2021 | Low |   |   |   |
|   |  |  | **COMMUNICATION**Verbal, written, and comprehension skills | Basic | Expert | Lorem Ipsum | 08/01/2021 12/01/2021 | High |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectu. |   |
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