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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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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 DATE DUE 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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