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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  | **TRAINING GAP ANALYSIS** | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  | **Skills Importance** |  |  |  |  |  |  |  |
|  | **SKILLS ->** | **Communication** | **Project Management** | **Data Analysis** | **Customer Service** | **Leadership** | **Technical Proficiency** |  |
|  | PRIORITY SCORE | 9 | 8 | 7 | 6 | 9 | 8 |  |
|  |  |  |  |  |  |  |  |  |
|  | **Employee Assessment** |  |  |  |  |  |  |  |
|  | **Employee Name** | **Communication** | **Project Management** | **Data Analysis** | **Customer Service** | **Leadership** | **Technical Proficiency** |  |
|  | Alexandra Müller | 7 | 6 | 5 | 8 | 7 | 6 |  |
|  | Lukas Fischer | 9 | 7 | 6 | 9 | 8 | 7 |  |
|  | Sophie Wagner | 8 | 8 | 7 | 6 | 9 | 8 |  |
|  | Matthias Weber | 6 | 5 | 8 | 7 | 6 | 9 |  |
|  | Elena Schmidt | 7 | 6 | 5 | 8 | 7 | 6 |  |
|  | Niklas Becker | 9 | 7 | 6 | 9 | 8 | 7 |  |
|  | Laura Hoffmann | 8 | 8 | 7 | 6 | 9 | 8 |  |
|  | David Richter | 6 | 5 | 8 | 7 | 6 | 9 |  |
|  | Anna Keller | 7 | 6 | 5 | 8 | 7 | 6 |  |
|  | Maximilian Braun | 9 | 7 | 6 | 9 | 8 | 7 |  |
|  |  |  |  |  |  |  |  |  |
|  | **Skills Gap Analysis** |  |  |  |  |  |  |  |
|  | **1. Communication**: Alexandra Müller, Elena Schmidt, and Anna Keller need improvement. | | | | | | |  |
|  | **2. Project Management**: Lukas Fischer, Niklas Becker, and Maximilian Braun require additional training. | | | | | | |  |
|  | **3. Data Analysis**: Sophie Wagner and Laura Hoffmann have a gap in this skill. | | | | | | |  |
|  | **4. Customer Service**: Matthias Weber and David Richter need development. | | | | | | |  |
|  | **5. Leadership**: Elena Schmidt, Laura Hoffmann, and Anna Keller could benefit from training. | | | | | | |  |
|  | **6. Technical Proficiency**: Alexandra Müller, Lukas Fischer, and Niklas Becker should focus on this area. | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
|  | **Training Priorities** |  |  |  |  |  |  |  |
|  | Based on the skills gap analysis, prioritize training efforts as follows: | | | | | | |  |
|  | **1. Technical Proficiency 2. Leadership 3. Data Analysis 4. Project Management 5. Communication 6. Customer Service** | | | | | | |  |
|  |  |  |  |  |  |  |  |  |
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