

Skills Audit & Training Needs Analysis

The purpose of this accounting of your skills and abilities is to appreciate the breadth of experience and aptitude we each bring to our work together, discover any underused talents and interests in our midst, and indicate any skills gaps which could be addressed through training.

Name:

On the following pages there are lists of different subjects - skills and knowledge likely to be of use to you and/or your colleagues as you go about your business. Which of the following skills do you have? To what level of competence do you have them? Which do you think you might need in the future? There are two rows at the end of each heading for you to write in subjects that you do not see included.

The scale below is meant to be a gauge for you to check your level of competence, making as objective an assessment as possible. Be honest – toot your horn if that is required. Likewise, don't be afraid to admit when your skills in a certain area are not what you think others expect of you.

As this is a self-assessment, a certain level of subjectivity is assumed, and a certain level of interpretation about what is meant by, say, 'supporting' will be accepted at face value. No one is going to argue with your interpretation, or challenge you about how you have represented yourself!

Please fill in a letter, a number and a Roman numeral for each subject, using the scale below as a guide.

- 1=** I am not at all familiar with this subject
- 2=** I have had an introduction to this subject
- 3=** I regularly address this subject in my work with neither gross mishap nor particular enthusiasm
- 4=** I have received compliments about my handling of this subject/I feel very comfortable with this subject
- 5=** I have trained/I would be willing to train people in this subject
- 6=** This subject is not at all relevant to my current situation (This number could also be paired with another number, i.e., 2 and 6 could both be ticked.)

- A=** I do not need to know more about this subject
- B=** I need to learn more about this in order to be able to do my job better
- C=** I would like to know more about this, but not necessarily because my job warrants it.

- I=** I use this skill regularly
- II=** I use this skill infrequently
- III=** I don't currently use this skill

Equal Opps													
Data Protection													
Criminal Records Bureau Background Check													
Induction													

COMMUNICATION SKILLS	1	2	3	4	5	6	A	B	C	I	II	III
Report writing												
Letter writing												
Networking												
Sending emails												
Using the telephone												
Using the fax												
Communicating with a broad range of people												
Delivering information verbally and in writing												
Making presentations												
Speaking in public												
Lobbying and campaigning												

PROJECT MANAGEMENT	1	2	3	4	5	6	A	B	C	I	II	III
Ideas												
Research												
Planning												
Implementation												
Monitoring												
Supporting												
Finishing Off/Exit Strategy												
Evaluating												
Project appraisal												
Report Writing/Recommendations												

What other technical or specialist skills do you have that aren't covered above?

Please tell us a little about your interests outside of an office environment and any non - work related skills you possess. You may have developed these skills from previous employment, in the home, voluntary work, social or community activities – life!