

Skill Gap Assessment Worksheet

Purpose: This worksheet will help you identify the skills you excel at, the areas where you have room for improvement, and where you should focus your development efforts to achieve your goals.

Step 1: Evaluate Your Current Skills

Rate your proficiency in the following skills on a scale of 1–5:

1 = Needs Improvement | 5 = Mastery

Executive Presence: Do you project confidence and authority in meetings and interactions?

Effective Communication: Are you clear and concise in verbal and written communication?

Time and Task Management: How well do you prioritize and manage your workload? -----

Storytelling to Drive Impact: Can you share compelling stories to engage and influence others? -----

Trust-Based Feedback: Are you skilled at giving and receiving feedback with honesty and empathy? -----

Adaptability and Resilience: How effectively do you navigate change and recover from setbacks? -----

Strategic Thinking: Do you anticipate needs and align your actions with broader goals? -----

Influencing Without Authority: Can you inspire action even without a leadership title? -----

Public Speaking and Presentation Skills: Are you comfortable and confident speaking to groups of any size? -----

Self-Leadership and Goal Setting: Do you set and achieve personal and professional goals effectively? -----

Step 2: Reflect on Your Results

Answer the following questions based on your ratings:

Which skills did you rate as 4 or 5? _____

- These are your strengths. How can you leverage them more in your role?

Which skills did you rate as 1 or 2? _____

- These are your growth areas. What challenges have you faced in these areas?

Which skill(s) would have the greatest positive impact on your career if improved?

Step 3: Identify Development Opportunities

For your top three growth areas, fill out the table below:

Skill	Why It's Important	Action Plan
Example: Effective Communication	To ensure clarity and influence in my role	Take a communication workshop or practice active listening daily.



Step 4: Create Your Personal Development Plan

Write down your plan for skill development. Include resources, timelines, and accountability measures:

Skill to Improve:

Action Steps:

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-

Target Completion Date: _____

How Will You Measure Success?

Step 5: Leverage Resources

Check out these opportunities to help you grow:

- Speaking with Impact Coaching Program: Hone your communication, executive presence, and storytelling skills.
- The Career Advantage Coaching Program: Focus on goal setting, adaptability, and strategic career growth.

Learn More and Register Here:

- Speak with Impact: Training and Coaching to Improve Your Communication brochure, including registration and payment links
- Career Advantage Group Coaching: Elevate Your Admin Career with Confidence and Clarity brochure, including includes registration and payment links

Step 6: Reassess and Adjust

Set a reminder to revisit this worksheet every three months. Celebrate your progress and update your plan as needed.

