

Tools and templates



Identifying the skills gaps you have as a leader

This checklist can be used to identify skills gaps. It's designed to be completed within a couple of days. Once completed, you'll have a list of the skills that you need to develop.

1. Write a list of challenging situations:

- Create a list of the difficulties you've faced in the last 12 months
- Note the practical skills or mindset that could have solved the problem

Example: The customer service team became overwhelmed once new products had been launched – better scenario planning

2. Create a summary of external support

- Write down the external support you've received and its objectives, eg. courses, consultants and mentor relationships
- Look for instances where learning a new skill set would allow you to make more impact

Example: Market research consultancy – learn to use government data

3. Look at peers in larger businesses

- Identify one or two leaders of businesses that carry out a related activity
- Use LinkedIn to examine their background and professional qualifications
- If possible, talk to them about the skills they've worked on
- Note the skills you don't have

Example: Building strategic partnerships with corporates

4. Talk to your team, peers and mentors

- Ask people for suggestions on new skills or changes in mindset

Example: Confidence to negotiate effectively with suppliers

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5. Collate the examples you've discovered

- Create a simple list of emotional and practical skills you want to work on

Top three action items

Think about the skills gaps you've identified. What three opportunities can you take to develop your capabilities?

- 1) _____
- 2) _____
- 3) _____