

Tools and templates



Conducting a skills gap analysis

A skills gap analysis is a useful way to determine what gaps exist between the skills you currently have in your organisation and the skills you need to succeed in the future. This exercise can help to:

- Identify areas you need to offer more training or resources
- Focus your recruitment efforts
- Improve your competitive advantage

1) Define your company's goals

The first step is defining the goals you're working towards. Once you've got a clear idea of what you want to achieve, you can figure out which skills you need in your workforce to get there.

Here are some potential questions to ask yourself:

- What skills and capabilities do I need to achieve those goals?
- Which areas of the business already have these skills?
- Which areas of the business are lacking in these skills?
- What jobs need to be created or filled in order to achieve those goals?
- Are there any key hires that could allow us to get there quicker?

2) Look at the future of your market

Read industry publications, look at competitor activity and talk to other business owners about the future of your market. In a skills gap analysis, it's crucial to be able to think about the skills you'll need in a few years' time, as well as current gaps.

- How will technology affect my industry?
- What skills are most in demand right now?
- What skills do my competitors have that I don't?

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3) Measure your employees' skills

There are several ways you can start mapping the skills you have in your workforce.

- Look at individual targets and feedback from performance reviews to determine what each employee contributes to the business
- Use surveys or interviews with employees to conduct skills assessments and ask where each individual sees their skills gaps
- Establish a 360-degree feedback system to get feedback from peers, managers and direct reports on skills gaps
- Benchmark your top performers to set a point of reference for desired skills in your business
- Don't forget the value of soft skills like creativity or problem solving

4) Identify your skills gaps

Once you've defined your goals and examined the current skills in your organisation, you should have a good understanding of where your skills gaps are and what you need to develop. Start planning how you will put your findings into action.

Here are some steps you could take:

- Arrange training sessions for employees on important skills
- Encourage staff to shadow others in the workplace to learn on a daily basis
- Start an employee mentorship programme where more experienced members of staff mentor new or junior employees
- Develop apprenticeship programmes to fill your talent pipeline
- Look at your hiring process and roles that are being created