

## Identifying Skills Gaps – Personal Balance Sheet

Date					
Scoring Mark level of skill, knowledge and experience	4=excellent, continue to do well 3=good, scope for minor improvements, development plan low priority	2=fair, room for improvement, medium priority 1=poor, room for major improvement , high priority			
Skill/knowledge/experience/ Personal quality	Your current level	The level required for present job	The level required for your next job	Development required	
				action	priority
Time management					
Listening					
Questioning skills					
Assertiveness					
Feedback skills					
Decision making					
Problem solving					
Managing meetings					
Dealing with poor performance					
Writing skills					
Financial awareness					
Project management					
Planning skills					
Team building					
Motivating others					
Appraising skills					

Developing staff					
Managing stress in ourselves					
Recognising stress in others					
Counselling skills					
Others...					
Academic and professional skills					
Technical expertise					
Others					