

Change Role Skills Gap Worksheet

Record the person's name and role at the top of the worksheet. For each skill, note the skill level required according to the current role held, record the actual current skill level and note the size of any gap. For gaps uncovered, record an action plan to close the gap.

Name:	
Role:	

Skill Description	Required Level			Current Level	Skill Gap	Action
	Change Driver	Change Implem'r	Change Enabler			
Deliver projects to achieve objectives	Medium	High	Medium			
Control impulses and aware of self	High	High	High			
Listen to and empathize with others	High	High	High			
Communicate the vision and motivate others	High	Medium	Medium			
Resolve interpersonal conflicts productively	High	High	High			
Give and receive constructive feedback	High	High	High			
Develop collaborative networks	High	High	Medium			
Display integrity and openness	High	High	High			
Assess trends and think strategically	High	Medium	Medium			
Identify opportunities and generate new ideas	High	Medium	Medium			
Solve complex problems analytically	High	Medium	Medium			
Present ideas verbally and facilitate groups	High	High	Medium			
Communicate in writing clearly and concisely	High	High	Medium			