

## 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.

|              |  |
|--------------|--|
| <b>Name:</b> |  |
| <b>Role:</b> |  |

| 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         |               |           |        |

For a *customizable* version of this worksheet and guidance on completing a skills gap analysis for your key change roles, check out our popular **Managing Change in the Workplace** guide and workbook. This worksheet is simply one of a comprehensive set of templates, worksheets and checklists included within the workbook.



Our **Managing Change in the Workplace** is intended for everyone expected to lead, manage and implement change in today's organizations. It covers every aspect of managing change effectively and uses our unique **CHANGE Approach™** to getting all affected on board and working towards the new way of doing things.

As you work through the guide, you will complete a series of practical exercises that will help you plan and manage your change for maximum impact. On your journey, you will be treated to a variety of tools, techniques and tips for ensuring that your change lasts.

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The guide is packaged with a separate reusable workbook that you can use time and time again. Practical tools include:

- Scoping worksheets for drawing your program's change profile
- SWOT Analysis for identifying the forces for change in your organization
- Goal setting tool for writing effective change program goals
- Force Field Analysis for developing a strategy for managing resistance
- Stakeholder worksheet for identifying and managing stakeholder expectations

and more ...

#### What our customers say ...

*“Leslie Allan's book is such a gift to executives, leaders, managers and supervisors who want to initiate a change process in their organizations.”*

Dr. Maree Harris, PhD.  
Director, People Empowered

*“To date, Managing Change in the Workplace is the best resource I have found anywhere to help me do my work.”*

Cindy Emmanuel McLean  
Change Management Consultant, CCDA

*“As a reader works through the guide and workbook, they actually are able to apply the lessons learned to their current change program.”*

Lisa Rosendahl  
Human Resource Director, SPHR

Find out more and download **Managing Change in the Workplace** from [www.businessperform.com/managing-change](http://www.businessperform.com/managing-change)

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