



Here's a **Competency & Talent Gap Analysis Worksheet** designed specifically for evaluating and identifying skill gaps across key areas like project management, creative ideation, team management, AI skills, and technical abilities.

## Competency & Talent Gap Analysis Worksheet

### Instructions

1. **Rate** each competency using the scale below:
  - **1 = No proficiency** (Needs extensive training)
  - **2 = Basic understanding** (Can perform with guidance)
  - **3 = Intermediate** (Can perform independently)
  - **4 = Advanced** (Can train others)
  - **5 = Expert** (Industry-leading capability)
2. Identify **priority development areas** based on business needs.
3. Use this analysis to create a **personal/team development plan**.

Table I: Core Competencies in Innovation & Business Strategy

Category	Subcategory	Self-Rating (1-5)	Required Level (1-5)	Gap Identified? (Y/N)	Development Plan Actions-Date
<b>Creative Ideation</b>	Brainstorming Techniques				
	Lateral Thinking				
	Design Thinking				
<b>Idea Evaluation</b>	Market Viability Analysis				
	Feasibility Assessment				
	Business Model Validation				
<b>Project Management</b>	Agile Methodologies				
	Lean Startup Principles				
	Risk Assessment				
<b>Team Leadership &amp; Collaboration</b>	Matrix Team Management				
	Stakeholder Engagement				
	Conflict Resolution				
<b>AI &amp; Emerging Tech</b>	AI Prompt Engineering				
	AI-Assisted Decision Making				
	Automation & AI Ethics				

**Table II: Technical & Digital Skills**

Category	Subcategory	Self-Rating (1-5)	Required Level (1-5)	Gap Identified? (Y/N)	Development Plan Actions-Date
<b>Technical Proficiency</b>	Data Analysis				
	SQL / Database Management				
	Low-Code / No-Code Tools				
<b>Digital Marketing</b>	SEO & SEM				
	Social Media Strategy				
<b>Product Development</b>	UX/UI Principles				
	Prototyping Tools (Figma, Adobe XD)				
<b>Cybersecurity &amp; Data Protection</b>	Compliance & Regulations				
	Ethical AI Practices				

### How to Use This Worksheet

- **Identify skill gaps** by comparing current competency levels against required proficiency.
- Prioritise **critical skill gaps** that align with business goals.
- Develop a **personal learning roadmap** (e.g., training programs, mentorship, hands-on projects).

