**Skills Gap Analysis <insert service name & date>**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What skills do we need/want?** | **What skills do we already have?** | **How big is the gap between the two?**Large Med Small | **What’s needed to close the gap?**See below for guidance | **Actions**Who’s responsible, by when and any updates |
| **Example**: Skills to support people with mental health needs | Some staff have basic knowledge from Care Certificate and eLearning course | Large | * All staff to complete Mental Health Care Certificate standard.
* Advanced CPD to be sought for seniors and managers.
 | Rachel Smith1 September 2019 |
| **Example:** Delegating supervisions to Team Leaders – need to improve their skills and knowledge | Current Team Leaders have very little experience in carrying out supervisions. | Large | * Copy of Effective Supervision Guide for all Team Leaders.
* Book in training for all with XYZ Training.
* Shadowing with RM and Deputy Manager for 2 months.
 | Tony Adebayo31 January 2020 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Add additional rows to the table as required.

|  |
| --- |
| **Guidance to complete “What’s needed to close the gap”** * For guidance about learning and development opportunities visit [www.skillsforcare.org.uk/developingstaff](http://www.skillsforcare.org.uk/developingstaff)
* Our topics pages are a good place to visit for specific topics areas: [www.skillsforcare.org.uk/ongoinglearning](http://www.skillsforcare.org.uk/ongoinglearning)
* If you’re looking for guidance on core and mandatory training requirements visit: [www.skillsforcare.org.uk/core](http://www.skillsforcare.org.uk/core)
 |