

Example of a partially completed skills audit template

Skills area	You can do this well - give evidence	Ok, but you need more practice and training	You can't do this yet	Priority development of this skill 1 = very urgent, important 2 = important 3 = not important now
ICT				
Basic typing and working with documents e.g. Office and Word				(2)
Excel: spreadsheets				(1)
Email and Internet				(1)
PPT and presentations				(1)
LEADERSHIP				
Ability to lead a group or team; managing other people; being in charge				(2)