

# Gap Analysis Form for \_\_\_\_\_

(position)

<b>Business Management</b>	<i>Importance</i>	<i>Skill level</i>	<i>Train priority</i>	<i>Action to be taken</i>
Business Process Engineering				
Change Management				
Contract Management				
Cost-Benefit Analysis				
Customer Relations				
Financial Management				
Marketing				
Negotiating				
Organizational Awareness				
Organizational Needs Assessment				
Outcomes Measures and Evaluation				
Project Management				
Strategic Human Resources Practices				
Strategic Planning				
<b>Professional</b>				
Coaching and Mentoring				
Communication				
Conflict Management				
Decision-Making				
Ethics				
Facilitation				
Interpersonal Relations				
Problem-Solving				
Self-Management				
Teamwork				
Technology Application				
<b>Technical</b>				
Appeals, Grievances and Litigation				
Attendance and Leave				
Benefits				
Career Development				
Compensation				
Discipline & Adverse Action				
Employee Assistance				
Equal Employment Opportunity				
HR Management Fundamentals				
Instructional Systems Development				
Instructional Technology				
Job Analysis				
Labor Management Relations				
Organization & Position Design				
Organizational Development				
Pay Administration				
Performance Management				
Personnel Assessment				
Personnel Systems Management				
Position Classification				
Reduction-in-Force				
Rewards and Recognition				
Staffing and Recruiting				
Succession Planning				

Employee \_\_\_\_\_

Supervisor \_\_\_\_\_