

Organisation name

Skills Audit

Date

Skills Audit Overview

Enterprise planning involves taking a look at the environment in which you operate as well as looking inside the organisation to see what's working well and what needs to be improved. The skills audit helps you look at how well your organisation's skills, expertise and networks match up to what you need to be successful.

Try to work out a solid approach to completing your skills audit. Here's one suggested approach:

Step 1: understand your needs

- Review your organisation's goals and the key requirements for delivering those goals
- Translate key requirements into organisational needs across the major 'components' of your organisation, for example:
 - Service delivery
 - Marketing, promotion and sales
 - Fundraising
 - Administration and finance
- For each of your organisational needs, articulate the critical skills, expertise or networks required

Step 2: understand your existing capabilities

- For each of your organisation's staff (and perhaps board members if appropriate), articulate your strength in the various areas of skills, expertise and networks identified in step 1.

Step 3: identify skills gaps and prioritise

- The outcome of the skills audit process is a skills gap analysis. This information will enable the organisation to improve by providing the appropriate training and development to individuals and / or recruitment of new staff. If multiple skills gaps are identified, then prioritise by considering how important each area is in delivering your business objectives.

Skills Audit Template

(Example operational areas shown for illustration purposes)

Operational Area	Skills / expertise / networks required	Importance (high/med/low)	Do we have the skill / expertise / network? (yes / partly / no)	Skills Gap Resolution Priority (high/med/low)
Service Delivery:	Skill A			
	Skill B			
	Expertise X			
	Etc....			
Marketing, PR, Sales	Skill C			
	Skill D			
	Network E			
	Etc....			
Fundraising	Skill F			
	Skill G			
	Network Y			
	Etc....			
Administration and Finance	Skill H			
	Skill J			
	Expertise Z			
	Etc....			

Etc...

