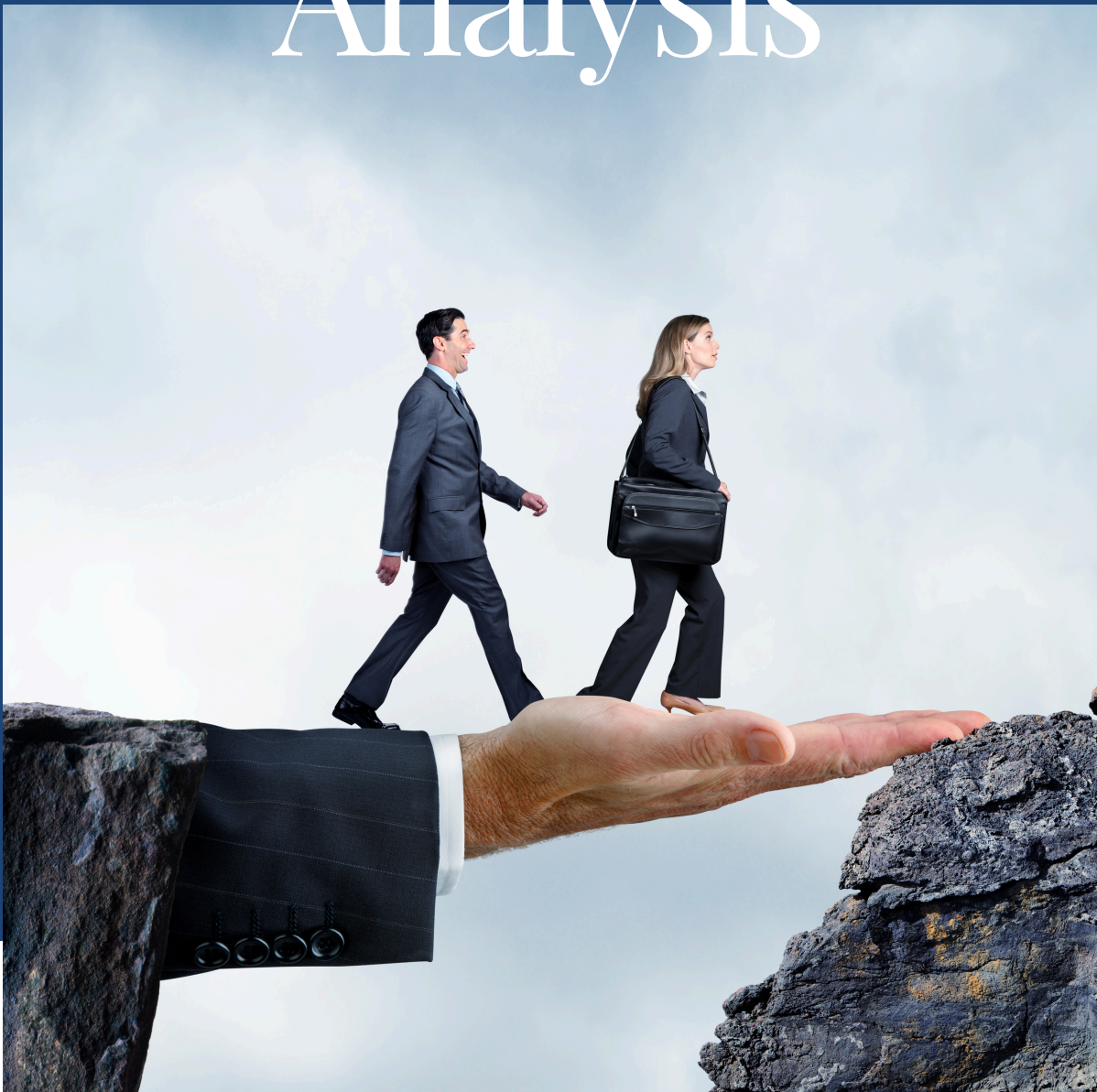


FREE CHEAT SHEET

# Gap Analysis



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*Pause,*

# Gap Analysis

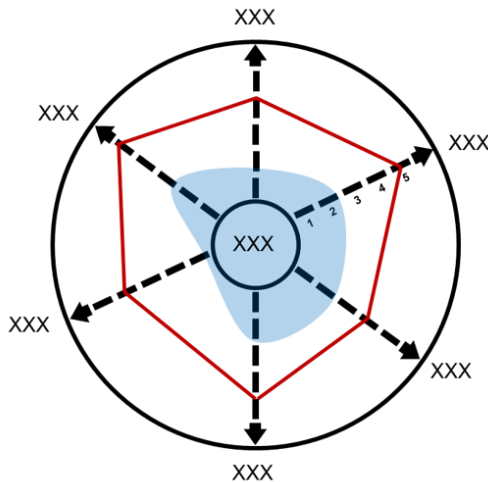
## A PRACTICAL TOOL FOR USE FOR COACHING TEAM DEVELOPMENT

In today's fast-paced and ever-evolving business environment, it is crucial for leaders to effectively identify and bridge skill gaps within their teams.

A gap analysis tool serves as an invaluable resource in this process, allowing leaders and their team members to have productive 1:1 sessions focused on personal and professional development.

This guide will walk you through a practical approach to using a gap analysis tool, ensuring that you and your team members can clearly identify necessary skills, assess current capabilities, and create actionable plans for growth.





# How to

You can download the Excel template that I use [here](#) or you can just freestyle your gap drawing. Either way, these are the steps:

01. **State Your Goal** - Write your goal in the middle of the diagram.
02. **List Requirements** - Note the requirements needed to reach your goal at the end of each arrow.
03. **Define Needed Levels** - On a scale of 1 to 5, define the level needed for each requirement to make your goal successful. Connect these dots with a red line.
04. **Assess Current Levels** - On a scale of 1 to 5, note where you currently stand. Connect these dots and fill in the area between to create a blue field representing your current achievements.
05. **Identify and Prioritize Gaps** - Determine the largest gaps by comparing the red line (required levels) with the blue field (current levels). Focus on the top 2-3 gaps that are most critical to achieving your goal. Working on too many areas at once can dilute your efforts and make it harder to achieve significant progress. Prioritize and tackle the most impactful gaps first to ensure steady and meaningful development.



# In Closing

Effective leadership is all about fostering growth and development within your team. By leveraging the gap analysis tool, you can gain a clear understanding of the skills needed to achieve your goals and identify areas for improvement. This tool not only highlights the gaps but also celebrates the progress made, providing a balanced view of where you stand and where you need to go.

Regularly conducting gap analysis during 1:1 sessions ensures that both you and your team members remain aligned on development priorities. Together, you and your team can bridge the gaps and achieve greater success.

[BOOK YOUR FREE DISCOVERY CALL](#)



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