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

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| **What skills do we need/want?** | **What skills do we already have?** | **How big is the gap between the two?**  LargeMedSmall | **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 Smith  1 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 Adebayo  31 January 2020 |
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Add additional rows to the table as required.