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|  |  | Gap Analysis Template |

This skills gap analysis aims to identify the priority competencies and learning **needs of the training group.**

You are invited to assess (<<your>> or <<your staff member’s>>) competency levels.

This information will be used to plan training and develop learning programs.

Please tick (<<your>> <<your staff member’s>>) level of knowledge, skill and attitudes in each of the following Media Trainer competencies. Your response will point to any learning needs.

Lack knowledge skills = full learning need

Need improvement = partial learning need

Competent = no learning need

## Competency Area 1

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| Competency | Behavioural Description | Lack | Need to Improve | Competent |
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## Competency Area 2

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| --- | --- | --- | --- | --- |
| Competency | Behavioural Description | Lack | Need to Improve | Competent |
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## Competency Area 3

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| --- | --- | --- | --- | --- |
| Competency | Behavioural Description | Lack | Need to Improve | Competent |
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