

# Empowering your workforce

Guide to conducting  
a skills gap analysis



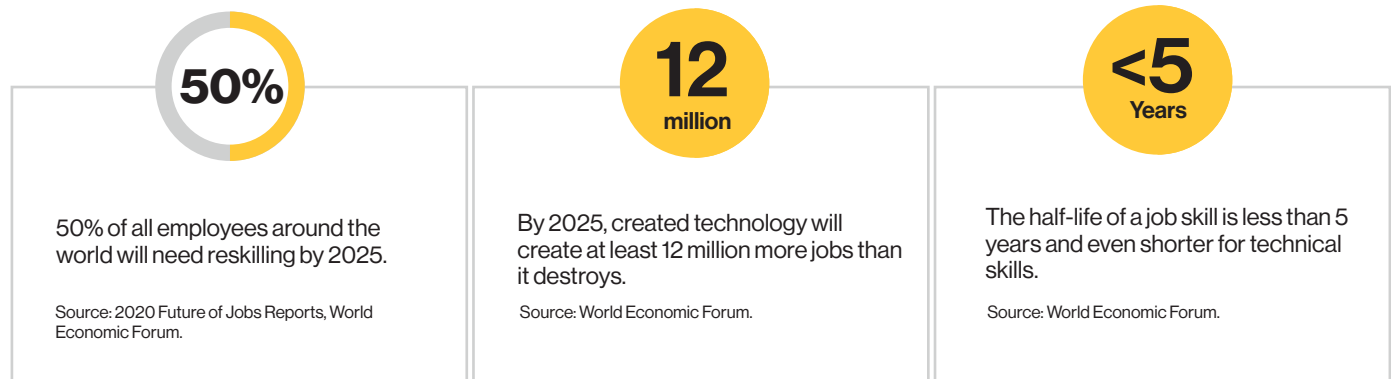
CareerCatalyst

Arizona State  
University

# Skills education that advances individuals and organizations

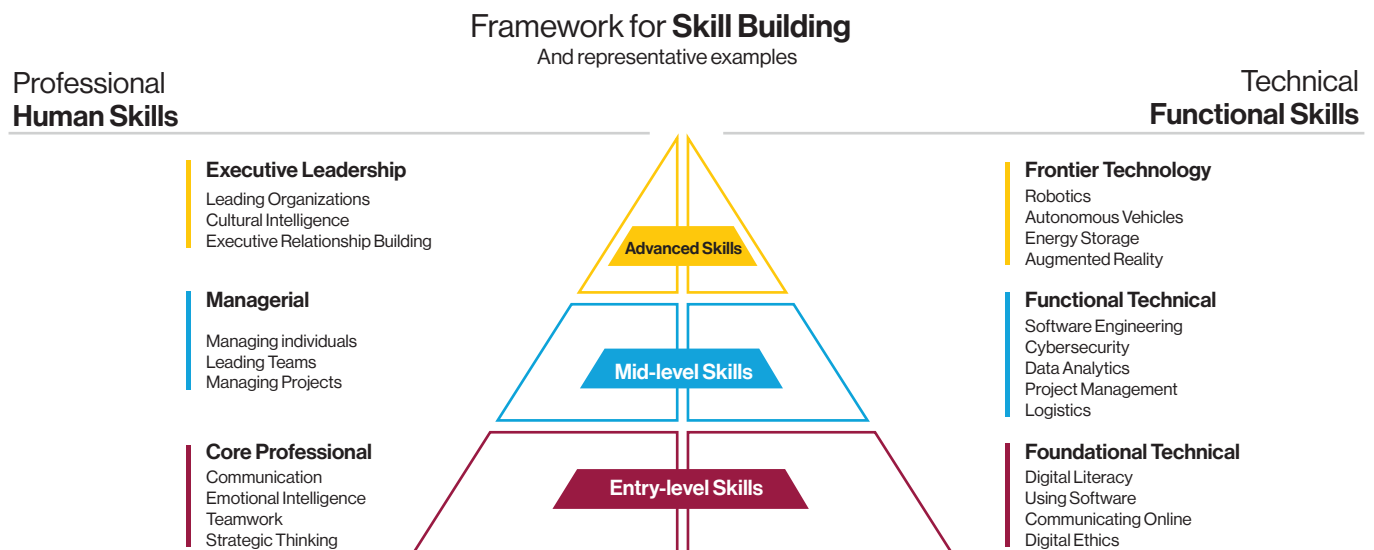
CareerCatalyst leverages the expertise of the country's most innovative university to offer an integrated portfolio of job-relevant education for in-demand roles. Our diverse learning solutions serve individuals at every career stage and provide employers with a more skilled workforce that is aligned to their culture and vision.

## Workforce trends demand an innovative approach to workforce education



## Developing skills at every level

At Arizona State University CareerCatalyst, we recognize that each organization and employee has unique needs no matter where they are in their career journey. That's why we work with leading ASU faculty to develop competency-based courses designed to meet learners where they are.



# How to conduct your own skills gap analysis

As technology continues to accelerate, organizations are faced with an upskilling challenge. This guide introduces a comprehensive approach to building skills, and helps you identify and understand any skills gaps within your organization, so you can focus your training resources more effectively.

1

## Identify Key Skills Required

- List the essential skills required for each role within your company. These should include both technical skills (e.g., proficiency in a specific software or tool) and soft skills (e.g., communication, leadership).

**Pro tip:** Think about future skills 5 to 10 years from now.

2

## Measure Current Skills

- Evaluate the current skills of your employees. This could be done through performance reviews, surveys, or direct observation. It's crucial to measure actual skills rather than assumed skills based on job titles or qualifications.

3

## Determine the Gap

- Compare the required skills for each role against the current skills of your employees. The difference between the two is your "skills gap."

4

## Prioritize

- Not all skills gaps are created equal. Some will have a greater impact on your company's performance than others. Prioritize the gaps that need to be closed first based on your company's strategic goals and the potential impact on your business.

5

## Develop a Training Plan

- Design a plan to address the skills gaps. This could involve a mix of on-the-job training, e-learning courses, workshops, mentoring, or even hiring new staff with the needed skills.

6

## Monitor Progress

- Regularly revisit your skills gap analysis to ensure that your training is effective and that gaps are being filled. Remember, as your industry evolves, new gaps may appear that need to be addressed.

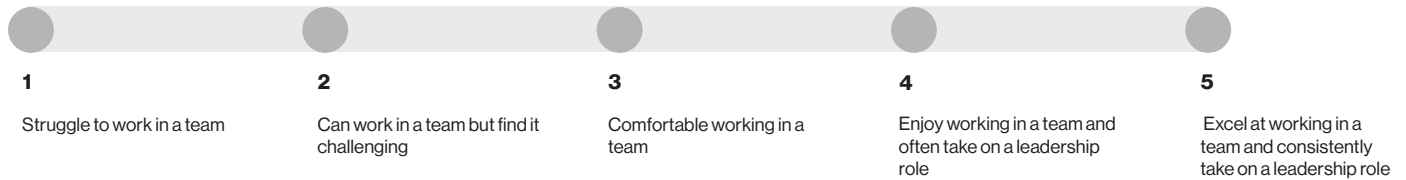
This Skills Gap Analysis Guide is a starting point. Your specific context or industry may require additional considerations. But by regularly conducting a skills gap analysis, you can ensure that your employees have the skills they need to perform their best, and your company is well-positioned for success.

# Skills Gap Analysis Example: Professional Skills/Soft Skills

You can rate yourself on a scale of 1 to 5, where 1 indicates you struggle with the skill and 5 indicates you excel at it. The descriptions provide more context for each rating.

## Professional Skill

### Collaboration



### Communication



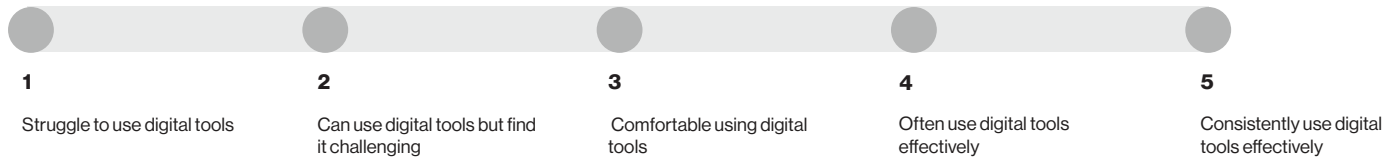
### Conflict Management



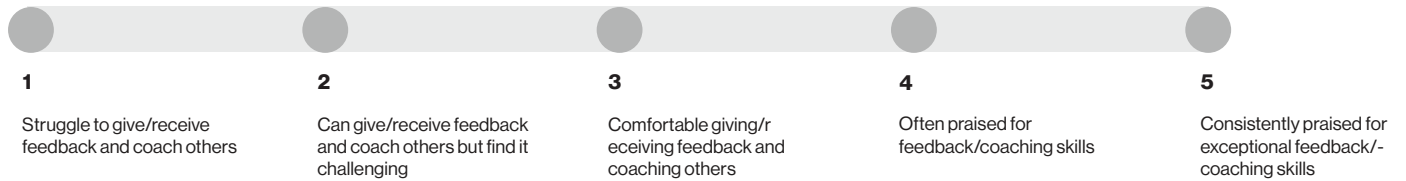
### Decision Making



## Digital Intelligence



## Feedback & Coaching



## Resilience



## Strategic Thinking



## Workplace Culture



# Ready to take the next step?

Connect with one of our Training Experts today for a personalized consultation. We're here to help you navigate through your unique training challenges and opportunities, providing tailored advice and solutions.

**Don't wait—start your journey to workforce transformation today!**

## Contact us

ASU CareerCatalyst  
careercatalyst@asu.edu  
1-844-353-7856

## About ASU CareerCatalyst

Arizona State University's CareerCatalyst offers on-demand skills education for individual learners and employers. Programs spanning hundreds of job-relevant topics are designed to develop skills for every role and career level, for employers or employees. CareerCatalyst partners with some of the country's top businesses — including Starbucks, Uber and the Mayo Clinic — who work with ASU to offer cutting-edge education to their employees through courses, certificates and boot camps. Whether you are looking to excel in your current job, or develop skills and capabilities for your next role, CareerCatalyst empowers you to thrive in the future of learning.



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for innovation**  
ASU ahead of MIT and Stanford  
— U.S. News & World Report, 8 years, 2016–2023

