

Skills Audit Template

Employee Name	Role	Key Skills	Current Level (1–5)	Target Level	Training Needed
Jane Dlamini	Admin Assistant	Excel, Communication, Filing	3, 4, 5	4, 5, 5	Excel intermediate course
Sipho Nkosi	Sales Rep	Product Knowledge, CRM, Pitching	4, 3, 3	5, 4, 4	CRM refresher + pitch training



📌 Use during performance reviews or skills planning season (March–April)