Skills and Talent Audit Template

**Team Member Information:**

* Name:
* Current Role:
* Known Skills/Talents:

**Skills/Talents Assessment:**

* List the assessed skills/talents for each team member.
* Rate each skill/talent (e.g., beginner, intermediate, advanced).

**Identified Gaps:**

* Note any areas where skills or talents are lacking or could be improved.

**Potential Roles/Responsibilities:**

* Suggest new roles or responsibilities that could leverage or develop these skills/talents.

**Development Plan Ideas:**

* Briefly outline ideas for training, mentorship, or other development strategies.