

Verve COACHING

Skills Gap Quiz

In the first column, using a scale of 1-10, rate the importance of the following skills/capabilities with regard to achieving success in your life and/or work (1 - not at all important, 10 - very important). In the second column, using the same scale of 1-10, rate your actual performance in these areas (1 - low, 10 - high). Now, subtract your answers in column 2 from your answers in column 1. Where are the gaps?

- Clarifying Goals
- Expanding Capabilities
- Leveraging Strengths
- Achieving Results

Skills & Capabilities	Rate Importance	Rate Actual	Difference
Communicating Effectively			
Leading the Way			
Fostering Buy-in			
Resolving Conflicts			
Motivating Others			
Motivating Self			
Inspiring Others			
Inspiring Self			
Managing Change			
Strategic Planning			
Managing workload			
Managing Stress			
Managing Budgets/Finances			
Customer Service			
Team Development			
Risk Taking			
Decision Making			
Generating New Ideas			
Keeping your word/ Following through on things			