

# skills matrix template

## Skills Matrix Template

### 1. Employee Information

Name	
Position	
Department	
Date	

### 2. Skill Categories

List main skill categories relevant to your organization (e.g., Technical Skills, Soft Skills, Leadership Skills)

- Technical Skills
- Soft Skills
- Leadership Skills

### 3. Skill Levels

Define skill levels (e.g., 1-5 scale or Beginner/Intermediate/Advanced)

1	Beginner
2	Basic
3	Intermediate
4	Advanced
5	Expert

### 4. Skills Matrix

Skill	Current Level	Target Level	Comments
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Technical Skill 1			
Technical Skill 2			
Soft Skill 1			
Soft Skill 2			
Leadership Skill 1			
Leadership Skill 2			

## 5. Development Plan

Skill to Improve	Action Plan	Resources Needed	Timeline

## 6. Review and Approval

Employee Signature	
Manager Signature	
Date	

Note: This template can be customized to fit the specific needs of your organization. Add or remove sections as necessary.