

## Leadership Skills Audit

### Introduction

This skills audit can be used to spot any gaps in the leadership team, rather than focusing on individuals. The audit doesn't have to be anonymous, but any information collected should be handled with care. Make sure everyone is comfortable with the plan before moving forward.

### Using the Audit

Review the skills and experience listed, and delete any that aren't relevant to your organisation's context. Add any skills, knowledge, or experience you think are missing. Consider what your leadership team needs to effectively govern the organisation, keeping its current and future strategic objectives in mind. For each skill decide your level of experience from the options provided and tick the appropriate column, but feel free to add more detail. Once you've reviewed the findings, note any key skills missing from the leadership team. This will help you identify what additional skills, knowledge, or experience you might want to recruit. The results of this audit can be used in your recruitment process, when speaking to potential individuals, or added to the role description. It could also help shape a learning and development plan for your current leadership team.

# The Audit

Skills/Knowledge	I have lots of experience	I have some experience	I have no experience
Audit			
Business Management			
Business Planning			
Campaigning & Influencing			
Change Management			
Collaborative Working			
Conflict Management			
Contract Management			
Data Management			
Data Protection			
Engaging Stakeholders			
Equality, Diversity & Inclusion			
Event Management			
Financial Management			
Governance			
Health & Safety			
ICT Management			
Impact Management			
Income Generation & Fundraising			
Investment Management			
Marketing & Communications			
Membership Management			
Monitoring & Evaluation			
Operational Management			
Partnership Working			
People Management			
Performance Management			

Policy Development			
Project Management			
Property Management			
Quality Assurance			
Regulation & Law			
Risk Management			
Safeguarding			
Strategy Development			
Trading			
Training Development			
Volunteer Management			

## Personal Development Planning

In addition to identifying skills gaps within the leadership team, it's important to reflect on your personal development as a trustee or leader. Use the table below to note any skills or knowledge areas from the audit that you would like to develop personally. This can guide your own learning and help you become a more effective contributor to the board.

Skill/Knowledge Area	Current Level of Experience	Development Goal	Action Plan	Timeframe

## Prioritising Critical Skills

Not all skills are equally critical at every stage of your charity's development. As a team, discuss and identify the top 5 skills or knowledge areas that are most important for your charity right now, considering your strategic objectives and challenges. This will help focus efforts on recruitment, training, or development.

Skill/Knowledge Area	Why This Skill is Critical Now	Next Steps

## Annual Skills Audit Review

This audit should be revisited on an annual basis to track the leadership team's progress and address any emerging needs. Use the space below to summarise the findings of each year's audit and note any major changes in the organisation's skill requirements.

Year	Summary of Audit Findings	Key Skill Gaps	Action Plan	Progress Made