Gap Analysis

Gap analysis consists of (1) listing of attributes, competencies, and/or performance levels of the present situation ("what is"), (2) cross listing factors required to achieve the future objectives ("what should be"), and then (3) highlighting the gaps that exist and need to be filled.

This chart is intended to help guide your individual gap analysis, based on the leadership skills and competencies you have identified as important.

You Have	Need To Have	Action	Anticipated Result	Key Player
Team Building skills	**I want to learn how to better manage team members who are more challenging to my style of leadership**	**To develop skills that can help me better understand group dynamics and help such team members improve in working in teams**	**Improved team spirit**	**Nancy, JEM** **MBTI**
Listening skills	**Gain skills to better support team conversations, as well as listening to senior managers and subordinates equally well**	**Participate in leadership workshops and courses where I can develop those skills**	**Improved listening skills at both the individual and group level; improved communications in the team; less passive behaviors b/c all team members talk openly about what works and what could be improved**	**Classes** **Toastmasters**
Presentation skills	**Improve my skills in speaking about public health, and learn how to gain active engagement of the audience**	**Participate in workshops or symposiums and/or take courses that team skills in PH speaking. Present at various activities/audiences**	**Improved public health speaking which will involve active engagement of the audience**	**Toastmasters** **Public Narrative class at HKS**

Sample Gap Analysis

You Have	Need To Have	Action	Anticipated Result	Key Player
Ability to work in teams	Ability to work more effectively in teams by understanding strengths and weaknesses of team players	More team work exercises Self-assessment in groups Understanding the theory of team work	Better team player Increasing efficiency of outcomes of teamwork	Myself Feedback from other team players
Ability to communicate	Clarity of thought for communication and articulating vision	Public speaking workshops Making speeches Articulating vision and thoughts with peers	Speeches with logic and structure Ability to be clear when communicating and clarity of thought with vision	Myself Feedback from peers on speeches One on ones with peers Writing class at HKS
Fear of failing	The ability to learn from failures, rise up and move forward	Take part in activities and projects that are out of my comfort zone. Push my boundaries to areas I have never thought I would consider	Not being afraid of failures and being able to learn quickly and pick myself, reflect and move forward	Marshall Ganz course on organizing Student groups at HSPH
Ability to organize	Ability to organize and prioritize.	Undertake projects on extra-curricular basis and for classes	Rank in terms of importance Priorities and organize.	Involvement in projects Myself
Multicultural and diversity	Understand diversity, cultures and behaviors from individuals from across the world	Cross registration Take part in group projects, Spring Challenge and SLCC	Being able to communicate at all levels from people from all backgrounds. Will allow the ability to grow in confidence	Cross register to other Harvard Schools Join societies and clubs
Motivation	What really motivates me	Take part in activities Go to diverse lectures and seminars Go to leadership talks - understand them and their perspective	Learn from others What motivates others? How did they decide? Better leader and understand myself	Leaders from the field Peers
Decision making and risk taking	Clarity of thought when making decisions. How to make decisions and stick to them?	Learn from class material Learn from peers SLCC Voices from the field	Better leader and understand myself more	Classes Seminars CPHL

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