

Personal Skills Gap

Some young people dream about the c-suite, others dream about finding a stable job as a project manager. What do you dream about?

No one starts out with the skills that are needed for this destination. You probably don't have a proven track record of success working as a manager, for example. Don't despair! The *personal skills gap analysis* will pinpoint crucial developmental areas, identify missing pieces that you already have, and point the way towards what you need to do next to achieve your goals.

Take a recent graduate who wants to become an industrial engineer. This is a skills-gap analysis for this person's unique skill-set:

Blue Text indicates skills that show up on your resume

Red Text indicates skills that you need to develop to fill the gap

Green Text indicates skills that you probably have, but don't show up on your resume

Project Management	47%
Oral and written communication skills	44%
Creativity	41%
Management skills	37%
Marketing	32%
Microsoft PowerPoint	30%
Microsoft Office	20%
Security administration	20%
Business analytics	20%
Time management	18%

- This individual has many of the skills they need. Their resume shows that they have project management skills, which were required by half of all industrial engineering jobs last year
- Surely an individual who worked in a sales position has extensive experiences with marketing or communication. It is just a matter of identifying these experiences and explaining them on the resume.
- Only a handful of the jobs require skills that this person does not have. The skills gap is not so significant that they will be unable to land a job.

This person should redesign their resume to encompass the soft-skills indicated and start applying!

Let's finish off with another skills gap analysis:

Microsoft PowerPoint	83%
Self-starting / Self-motivated	67%
Marketing	60%
Oral and written communication skills	57%
Project Management	50%
Microsoft Office	47%
Digital marketing	43%
Detail oriented	43%
Analytical skills	43%
Creativity	40%

Do you think that this recent graduate would have success applying to market analysis positions at Fiji Water? Or do you think they need to get more education/apply for different jobs/gain experience in required skills?