



*Kassar*  
CONSULTING

# REQUIRED TO HIRE

*WEEK 2:  
SKILLS GAP ANALYSIS*

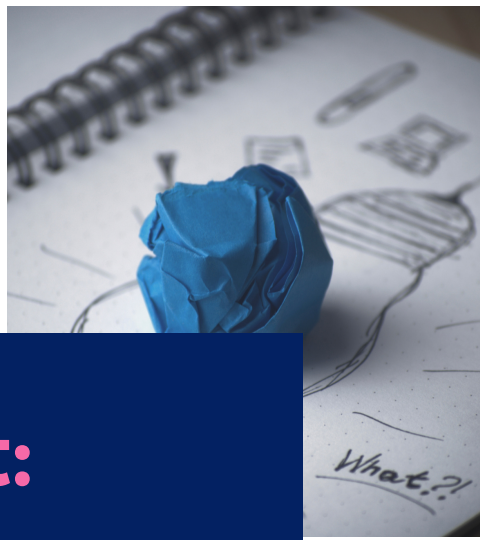


# Assignment:

## SKILLS GAP ANALYSIS

*Getting the right mix of skills, talents, and expertise is essential in building a sustainable business. Conducting a skills gap analysis will help you decide what to prioritize as you consider building or adding to your team. In this exercise, you'll evaluate hard skills and soft skills, then rank their importance at the end.*

**HARD SKILLS:** Abilities or expertise that is easy to quantify. Examples can include: graphic design, accounting, or calendar management. List your needs below.

# Assignment:

## SKILLS GAP ANALYSIS

***SOFT SKILLS:*** Abilities or expertise related to the way a person interacts with others. Examples can include: patience, organization, flexibility. List your needs below.




# Assignment:

## SKILLS GAP ANALYSIS

***RANKING: Now it's time to prioritize what matters most in your business and what can take it to the next level. Do you need a patient assistant who can balance your calendar? Maybe you're seeking a driven accountant that can negotiate with vendors? Don't be afraid to get creative!***
