****

**Skills Assessment Template**

This template helps you record existing **strengths and skills** of the project team or the community members, and **areas of development**. The approach you take can vary through conversations with team or community members skills can be identified by them, or you can look to identify the **strengths, skills and needs** in relation to a pre-defined set of skill categories. Each has its value, but it will depend on the purpose and the nature of the relationship.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skills** | **Name** | **Name** | **Name** | **Name** | **Name** | **Name** |
| Insert skill |  |  |  |  |  |  |
| Insert skill |  |  |  |  |  |  |
| Insert skill |  |  |  |  |  |  |
| Insert skill |  |  |  |  |  |  |
| Insert skill |  |  |  |  |  |  |
| Insert skill |  |  |  |  |  |  |
| Insert skill |  |  |  |  |  |  |

How you capture the information depends on the reason for the skills assessment. You can make it visual with colour coding, your can use words or numbers to highlight strengths and needs.

By capturing this information at the beginning of the project you will be able to revisit it at the end of the project as part of the evaluation, in relation to skills development and confidence building.