



Skills Development Facilitator

Handout 8

Summary Report of the Skills Audit

Example of summary report on the skills audit

SURNAME	INITIAL	JOB TITLE	Budgeting skills		Negotiating skills		Project management		Excellent		Policy knowledge	
			R	A	R	A	R	A	R	A	R	A
Gouws	A	Manager	X		X			X		X		X
Sekhute	T	Manager		X	X		X			X	X	
Mamarega ne	L	Accountant		X			X			X		X
Roelofse	R	Secretary								X	X	
Moloi	T	Secretary							X			X
Van Niekerk	M	Secretary							X			X
TOTAL			1		2		2		2		2	2

Legends: R = Required skills

A = Actual skills