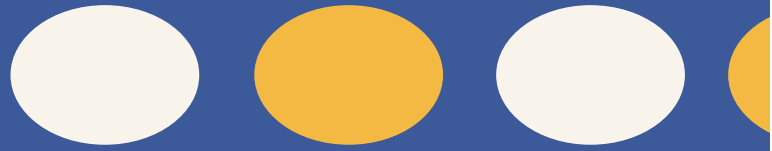


# Training Needs & Skill Gap Clarity Prompt

The clarity behind focused, role-based training decisions



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## What This Tool is For

Use this prompt to identify real training needs by clarifying required skills, current capability gaps, and priority development areas for a role.

This tool helps business owners and HR leaders move training decisions from:

- Guesswork and “nice-to-have” courses

to

- Targeted skill development tied directly to performance

## When to Use This Prompt

(Use with ChatGPT, Copilot, Gemini, Claude, Perplexity, or your HR system's AI.)

### Use this prompt when

- Training feels scattered or reactive
- You're unsure which skills actually matter most
- Teams are busy but performance gaps persist
- You want to invest in training without wasting time or budget
- You need clarity before selecting courses or building learning plans

**Best Practice Reminder: Effective training starts with skill clarity, not content selection.**

### What You'll Need Before You Start

- 1 Your Business Identity (Type, Industry)
- 2 Role Title
- 3 Role level (entry-level, experience, supervisor/manager)
- 4 Work environment (in-person, remote, hybrid)
- 5 Approximate team size the role supports or works with

**👉 You don't need perfect insight—this tool helps surface it.**

## What This Prompt Will Generate

When used correctly, the prompt creates:

- A clear list of **essential vs. supportive** skills
- Identification of true skill gaps affecting performance
- Prioritized training focus areas (not everything at once)
- Insight into which skills can be developed quickly vs. over time
- Clear connections between skills and day-to-day performance

**This output can be used as:**

- A training reference
- A guide for selecting courses or resources
- A foundation for microlearning and coaching
- Input for performance and development discussions

## How To Use the Prompt

- Paste the Training Needs & Skill Gap Clarity Prompt into ChatGPT (or other AI tool) fill in the details
- Fill in the role and business context
- Review the required skills and identified gaps
- Prioritize the top skills that matter most
- Use the output to guide training and development decisions

### ✨ Pro Tip

Most training programs fail because they start with **content**, not **capability**.

## Copy & Paste Prompt Template

You are an HR and learning & development expert supporting a small business. Help me identify the actual training needs for a role by clarifying required skills, current capability levels, and priority skill gaps. Business context: - Business type/industry: - Role title: - Level of role (entry-level, experienced individual contributor, supervisor/manager): - Work environment (in-person, remote, hybrid): - Team size this role works with or supports: First, clarify **ROLE SKILL REQUIREMENTS**: 1. Core responsibilities of the role 2. Key skills required to perform the role effectively: - Technical or task-based skills - Process or systems knowledge - Communication or collaboration skills 3. Which skills are essential vs. supportive? Next, assess **CURRENT SKILL GAPS**: 4. Common signs a skill gap may exist in this role 5. Skills that are often assumed but not fully developed 6. Skills that most directly impact performance if missing. Then, **PRIORITIZE TRAINING NEEDS**: 7. Top 3–5 skills that should be the highest training priority. 8. Why these skills matter most to role success 9. Which skills can be developed quickly vs. over time? Finally, connect training to **PERFORMANCE**: 10. How improved skills would show up in day-to-day performance 11. Simple ways managers can observe or reinforce skill development 12. Risks of ignoring these training gaps: Keep the language practical, realistic, and appropriate for a small business. Avoid corporate learning jargon and overly complex frameworks. Present the output in a clear, easy-to-use format that an HR leader or manager could apply immediately.



## About This Tool...

**Bring** focus and intention to your training decisions with the **Training Needs & Skill Gap Clarity Prompt Cheat Sheet**.

This practical AI-powered tool helps small business owners and HR leaders clearly identify the skills a role actually requires, pinpoint gaps impacting performance, and prioritize training where it will have the greatest return. Designed to support targeted development, smarter training investments, and stronger performance outcomes, this prompt provides a clear foundation for microlearning, coaching, and ongoing performance support—without wasted effort or unnecessary complexity.

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