

# Personal Innovation Gap Analysis

**Self-Assessment:** Read each competency and mark an “A” in the column that reflects the skills and behavior you currently demonstrate.

**Identify Goal:** Next, review each item and mark a “B” in the column that is your goal for future competency.

**Gap:** Now, draw a line between A and B on each item, showing the gap.

**Action:** Select 5 items that you would like to improve upon. Put a tick in the first column. In the last column write the bullets of your action plan.

**Re-assessment:** Check your progress monthly; choose new items for improvement.

Rating Key	
<b>Unaware:</b>	This is new to me
<b>Novice:</b>	Practice this behavior about 10% of the time
<b>Fair:</b>	Practice this behavior 10-25% of the time
<b>Effective:</b>	Demonstrate this behavior 25-50% of the time
<b>Proficient:</b>	Model this behavior most of the time and beginning to advise others
<b>Master:</b>	Embody this behavior in the day-to-day running of the organisation

		Unaware	Novice	Fair	Effective	Proficient	Master	Action Plan
✓	<b>WISDOM</b>							
	1. Looks for “a better way” and challenges the conventional to generate more ideas.							
	2. Pulls together unrelated concepts to create new possibilities.							
	3. Thoroughly understands a few powerful tools that help me evaluate possibilities better							
	4. Understands the factors that influence success							
	5. Able to predict, evaluate and moderate risk							
	6. Can describe a possibility in a way that engages and motivates others.							
	<b>CULTURE</b>							
	7. Aligns people, resources and processes towards a common vision.							
	8. Facilitates brainstorming sessions effectively							
	9. Prioritises projects effectively.							
	10. Relates new ideas to existing business strategies and objectives.							
	11. Builds trust, honesty and openness.							
	12. Supports and encourages the ideas and opinions of others.							
	13. Cultivates collaborative relationships wherever and whenever possible.							
	<b>REACH</b>							
	14. Understands customer needs and wants completely.							
	15. Regularly reads the outside world for new trends, technologies, ideas and information.							
	16. Understands where growth will come from.							
	16. Understands what competitors are doing.							
	17. Networks inside and outside the organisation effectively							
	18. Provides the time, resources, skills, and reward for implementation of new ideas.							
	19. Gives team members 100% responsibility for getting things done.							