



## THE SKILLS MATRIX — FREE STARTER

# Score your team 0–5

A skills matrix puts your people down one side and your skills across the top, and scores how good each person is at each, 0 to 5. Score enough cells and the board becomes a heat map — and the skills only one person can do stop hiding. This free starter board shows the idea on a small team.

| Score | Level     | What it means                                  |
|-------|-----------|------------------------------------------------|
| 0     | No skill  | No usable ability yet, or not scored.          |
| 1     | Beginner  | Helps under close supervision.                 |
| 2     | Basic     | Simple routine work with guidance.             |
| 3     | Competent | Works it alone, to standard — the covered bar. |
| 4     | Advanced  | Confident with complex work; a go-to.          |
| 5     | Expert    | Deep mastery; can mentor others.               |

### Ready for the whole picture?

The full Skills Matrix adds gap analysis against project demand, a key-person-risk tab, a development plan, and a team dashboard — nine tabs in Excel & Google Sheets, a file you own.

[See the full Skills Matrix at ardentworkshop.com](https://ardentworkshop.com)