

# Professional Consulting Skills Audit

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Skills Audit Report

Dear [Consultant's Name],

As part of our ongoing commitment to professional development and excellence in our consulting practices, we have conducted a skills audit to assess your current capabilities and identify areas for improvement. Below are the findings of the audit:

## Skills Assessment

- **Communication:** [Rating and Comments]
- **Analytical Thinking:** [Rating and Comments]
- **Project Management:** [Rating and Comments]
- **Client Relations:** [Rating and Comments]

## Strengths

[List specific strengths identified during the audit]

## Areas for Development

[List areas that require development and improvement]

## Action Plan

[Provide a proposed action plan to enhance skills]

We encourage you to review this report carefully and reach out if you have any questions or require further clarification. Your continuous growth is vital to our success.

Best regards,

[Your Name]

[Your Position]

[Company Name]