Future of Work Skills Audit

Connected video: The 3 Skills Driving the Future of Work | Keyword: SKILLS AUDIT

How to use this audit

This expanded print version gives more room to write. Rate yourself from 1 to 5, then add proof you already have and proof you still need to collect.

Layer	What this layer does	Skills in this layer
Essential	Foundation skills that widen your options and show up across many jobs.	Problem-solving; leadership; interpersonal communication; people and process management; detail orientation
Enabling	Multiplier skills that help you move from task-doer to decision-maker.	Critical thinking; decision-making; innovation; influencing others; collaboration
Empowering	Adaptability skills that help you keep learning as tools, tasks, and work change.	AI fluency; adaptability; resilience; curiosity; willingness to learn

Step 1 - Rate your essential skills

Skill layer	Skill	Concise definition	Score 1-5	Proof I already have	Proof I still need
Essential	Problem-solving	Finding what is causing a repeated issue and choosing a practical fix.			
Essential	Leadership	Taking responsibility, helping others move, or guiding work even without a title.			
Essential	Interpersonal communication	Explaining, listening, de-escalating, and adjusting your message to different people.			
Essential	People and process management	Coordinating people, steps, timelines, handoffs, and follow-through.			
Essential	Detail orientation	Noticing and checking information so work is accurate, complete, and reliable.			

Step 1 - Rate your enabling skills

Skill layer	Skill	Concise definition	Score 1-5	Proof I already have	Proof I still need
Enabling	Critical thinking	Questioning claims, checking assumptions, comparing options, and using evidence.			
Enabling	Decision-making	Choosing a path when there are tradeoffs, deadlines, or incomplete information.			
Enabling	Innovation	Finding better ways to work and testing small improvements.			
Enabling	Influencing others	Getting buy-in through trust, clear framing, evidence, and follow-through.			
Enabling	Collaboration	Working across people or teams so the work moves together.			

Step 1 - Rate your empowering skills

Skill layer	Skill	Concise definition	Score 1-5	Proof I already have	Proof I still need
Empowering	AI fluency	Using AI tools responsibly to improve work, ask better questions, and check outputs.			
Empowering	Adaptability	Adjusting when tasks, tools, expectations, or work conditions change.			
Empowering	Resilience	Recovering from setbacks, feedback, or delays without shutting down.			
Empowering	Curiosity	Asking questions, exploring options, and learning how things work.			
Empowering	Willingness to learn	Actively building new capabilities when the work changes.			

Step 2 - Turn experience into evidence

Use the first row as a model. Then add your own examples from work, school, volunteering, content creation, caregiving, or community responsibilities.

Current work example	Skill layer	Skill shown	Proof/result	How I could say it
Handled recurring customer confusion about pickup orders.	*Essential*	*Problem-solving + interpersonal communication*	*Tracked common questions and made a quick FAQ for coworkers.*	*Identified repeat customer issue and created a quick-reference process to reduce confusion.*

Step 3 - Choose one skill to build next

Skill to build next	Why this one matters	One small practice this week	Proof I will collect	Deadline
Decision-making	*I want to move from doing tasks to owning small process calls.*	*Ask to choose the handoff process for one recurring issue.*	*Decision journal entry + before/after result.*	*Friday*

Sources to read next

McKinsey Global Institute - Workforce in Motion: Skills and Pathways to Future Jobs in the United States
This Emerald resource turns source material and Emerald coaching guidance into a practical worksheet. It does not republish the report PDF. Use your own real facts, numbers, and work examples.