



Self-Assessment for IN-DEMAND SKILLS IN 2026

This self-assessment from PMC Training offers a simple way to identify which skills you may want to strengthen this year. It is designed for personal reflection and growth and is not intended for use in formal performance evaluations.

Identifying your most in-demand skills is an important step in planning your professional growth for the year ahead. This quick self-assessment helps you see where you're strong, where you may need support, and which skills to prioritize next.

How to Complete This Self-Assessment

For each statement, rate your skills from **1 to 5**:

1 = Rarely true

2 = Sometimes true

3 = Often true

4 = Usually true

5 = Consistently true

Add up your scores in each section to get a **section total out of 20**. Then add up your **overall score** and review the scoring guide at the end to interpret your results.

Communication Skills

Statement	Score (1-5)
I communicate clearly in meetings and presentations.	
I write emails and reports confidently.	
I adjust my communication style to suit my audience.	
I handle difficult conversations with less stress.	
Communication Skills Total:	



Leadership & Collaboration

Statement	Score (1-5)
I can guide discussions and support team decision-making.	
I delegate or share workload effectively.	
I manage conflict or differing opinions constructively.	
I contribute to a positive, resilient team environment.	
Leadership & Collaboration Total:	

Digital & Analytical Skills

Statement	Score (1-5)
I am comfortable using Microsoft 365 (or similar) tools in my daily work.	
I can interpret basic data or metrics when needed.	
I adapt to new tools or systems with minimal disruption.	
I understand how AI or automation may affect my role.	
Digital & Analytical Skills Total:	

Adaptability & Problem-Solving

Statement	Score (1-5)
I respond well to changing priorities.	
I can troubleshoot common issues independently.	
I stay focused when tasks feel complex or unclear.	
I look for opportunities to improve processes or workflows.	
Adaptability & Problem-Solving Total:	



Emotional Intelligence & Personal Effectiveness

Statement	Score (1-5)
I stay calm under pressure.	
I understand my triggers and can manage my reactions.	
I build strong relationships with colleagues.	
I receive feedback openly and use it to improve.	
Emotional Intelligence & Personal Effectiveness Total:	

Career Mobility & Growth

Statement	Score (1-5)
I know which skills will matter most in my next role.	
I actively build the skills needed for long-term advancement.	
I feel confident discussing my development needs.	
I pursue training or learning proactively and consistently.	
Career Mobility & Growth Total:	

Your Overall Skill Profile

Section	Score
Communication Skills	
Leadership & Collaboration	
Digital & Analytical Skills	
Adaptability & Problem-Solving	
Emotional Intelligence & Personal Effectiveness	
Career Mobility & Growth	
Overall Total (out of 120):	



Scoring Ranges

Section Scores (out of 20)

- **16–20:** Strong capability in this area
- **12–15:** Some strengths, with room for improvement
- **8–11:** Skill development recommended this year to support growth
- **4–7:** A key development priority

Overall Score (out of 120)

- **96–120:** Strong, well-rounded skill profile
- **72–95:** Balanced profile with clear opportunities to grow
- **48–71:** Multiple skills worth strengthening this year
- **24–47:** High-impact development opportunity; consider focused training and support

Use these ranges as a reference when reviewing the detailed descriptions for each skill area on the following pages.

Interpreting Your Scores

Use the descriptions below to understand what your scores say about your current strengths and where you may want to focus your development this year.

Communication Skills

16–20: You demonstrate consistently strong communication skills, and this is likely one of your professional strengths. You express ideas clearly, adapt to different audiences with ease, and navigate conversations with confidence. Maintain these habits and continue looking for opportunities to refine your message in more complex or high-stakes situations.

12–15: Your communication skills are solid, and you show strength in many situations. With a bit more focus, such as practicing difficult conversations or refining written clarity, you can increase your confidence across a wider range of scenarios. Small adjustments can have a meaningful impact.

8–11: Your results suggest you can communicate well in some situations but may find certain contexts more challenging. Strengthening clarity, structure, or comfort during difficult conversations can help you feel more confident and effective. Targeted learning could boost your day-to-day impact significantly.



4–7: Communication may feel challenging at times, especially when situations are unclear or high-pressure. Focusing on core communication habits, clear structure, audience awareness, and confidence in your delivery, can create noticeable improvements in your work. This is a valuable area to prioritize.

Leadership & Collaboration

16–20: You bring strong leadership and collaborative skills to your work. You likely help create a positive environment, support decision-making, and contribute actively to team resilience. Keep building on this foundation by expanding how you coach, mentor, or guide others.

12–15: You show many positive leadership and teamwork behaviours, and strengthening a few key habits, such as delegation, conflict navigation, or guiding discussions, can increase your influence. Small adjustments can help you support your team even more effectively.

8–11: You may feel confident with some team tasks but less so with guiding conversations, navigating conflict, or supporting others' performance. Developing your leadership and team-support approach can make collaboration easier and help you feel more grounded in group settings.

4–7: Leadership and team interactions may feel stressful or unclear at times. Focusing on foundational skills like delegation, constructive discussion, and supporting team culture can make a noticeable difference. Strengthening this area can improve both your confidence and your team's experience.

Digital & Analytical Skills

16–20: You have a strong foundation in digital tools and analytical thinking. You adapt well to new systems and can work comfortably with data when needed. Continue exploring emerging tools or more advanced features to keep your skills current.

12–15: You're comfortable in many digital and analytical situations, but certain tools or tasks may still feel challenging. Building confidence through practice or exploring new features can help you work more efficiently and stay adaptable as technology evolves.

8–11: Your results suggest you can navigate digital tools but may hesitate with unfamiliar systems or data. Strengthening comfort with core platforms and developing basic analytical habits can improve efficiency and reduce day-to-day friction in your work.

4–7: Digital and analytical tasks may feel overwhelming or unclear. Building foundational skills, like navigating common tools, interpreting simple metrics, or adjusting to new systems, can have an immediate impact on your confidence and effectiveness.



Adaptability & Problem-Solving

16–20: You adapt well to shifting expectations and navigate challenges with confidence. You likely respond to change calmly and look for ways to improve processes around you. Continue strengthening your approach by tackling more complex or ambiguous situations.

12–15: You adjust well in many situations, but certain changes or problems may still feel frustrating. Building confidence in troubleshooting, prioritizing, and responding to uncertainty can help you feel more grounded during transitions.

8–11: Your results suggest that change or unclear tasks can feel challenging. Strengthening your adaptability habits, such as breaking down complex tasks or building routines for problem-solving, can help reduce stress and increase your overall effectiveness.

4–7: Handling change or navigating problems may feel difficult right now. Building foundational problem-solving habits and developing comfort with shifting expectations can create meaningful improvements in your daily work.

Emotional Intelligence & Personal Effectiveness

16–20: You have strong emotional intelligence and professional habits. You likely manage pressure effectively, build supportive relationships, and respond well to feedback. These strengths can support continued growth in any role.

12–15: You demonstrate many positive emotional intelligence and work habits, but certain situations, like stress, conflict, or feedback, may still feel challenging. With a bit more practice, you can strengthen your resilience and interpersonal impact.

8–11: Your results suggest that emotional or interpersonal situations sometimes feel difficult. Building skills in self-awareness, communication, and relationship-building can help you feel more grounded and confident at work.

4–7: You may find high-pressure or interpersonal situations stressful or unclear. Developing emotional intelligence habits, like self-reflection, managing reactions, and engaging in constructive dialogue, can significantly improve your daily experience.



Career Growth & Mobility

16–20: You take an intentional approach to your development and understand how your skills connect to your long-term goals. You're well-positioned to continue growing and adapting as opportunities arise.

12–15: You think proactively about your development, but certain aspects, like planning next steps or seeking opportunities, may benefit from more focus. Strengthening a few habits can help you feel more confident navigating your career.

8–11: Your results suggest some uncertainty about long-term goals or how to build toward them. Clarifying the skills you want to grow and choosing small, practical next steps can help you feel more empowered and prepared.

4–7: You may feel unsure about your next career steps or how to build toward them. Focusing on foundational habits, such as identifying priority skills, planning development activities, and seeking guidance, can create meaningful progress.

Next Steps: How to Use Your Results

Now that you've scored each section, choose one or two skills to focus on first. Small, consistent actions create the most meaningful progress. Use this simple three-step approach to turn your results into a development plan:

- 1. Pick one priority skill**

Start with the category where you scored the lowest or where improvement would have the biggest impact on your day-to-day work.

- 2. Choose one action for the next 30 days**

Make your next step specific and manageable. Examples include practising one new communication habit, exploring a digital tool you've been avoiding, or asking a colleague for targeted feedback.

- 3. Select a learning opportunity to support your goals**

Browse upcoming sessions in PMC Training's [Course Calendar](#) to find instructor-led workshops that strengthen your chosen skill.

Revisit this tool after 60–90 days to track your progress and adjust your development priorities as your role and workplace needs evolve.

Use this self-assessment as a reference throughout the year to stay intentional about your development and track your progress over time.