

Skills check worksheet: identify one skill worth strengthening



Use this checklist to identify one practical skill worth strengthening for the months ahead.

Step 1: What kind of work is coming up?

Check all that applies:

- Planning, budgeting or strategy conversations
- Client, customer, or stakeholder conversations
- New projects, priorities or responsibilities
- Cross-functional work
- Presentations, meetings, or group discussions
- Complex decisions
- Shifting priorities or change
- New tools, systems, or AI-related work
- New managers or team members
- Coaching, feedback, or performance conversations
- Time, workload, or competing demands
- Other:

Step 2: What skills could help?

Based on what you checked in step 1, which skills may be useful to strengthen?

- Time management/prioritization
- Critical thinking
- Decision-making
- Communication
- Presentation skills
- AI literacy or using AI tools effectively
- Managing conflict
- Coaching
- Giving feedback
- Delegation
- Change management
- Leadership communication
- Other:

Step 3: Where would this skill help most?

Choose the outcomes that matter most to you.

- Communicating more clearly
- Making better decisions
- Managing time or priorities
- Working with or leading others
- Handling difficult conversations more easily
- Adapting to change or uncertainty
- Using tools or technology more effectively
- Feeling more confident in my role
- Other:

Step 4: Choose one skill to strengthen first

Look at what you checked in Steps 1 to 3. Choose one skill that feels most useful to focus on next.

The skill I want to strengthen is:

This skill matters because:

It would help me:

Step 5: Choose one next step

Choose one action you can take to start building this skill.

- | | |
|---|--|
| <input type="checkbox"/> Talk to my manager | <input type="checkbox"/> Add it to my development plan |
| <input type="checkbox"/> Look for a course or resource | <input type="checkbox"/> Share this worksheet with others |
| <input type="checkbox"/> Ask for feedback or coaching | <input type="checkbox"/> Explore CMC courses related to this skill |
| <input type="checkbox"/> Practice the skill in an upcoming meeting or project | <input type="checkbox"/> Other: |

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