

Future Ready Workforce Toolkit

Skills self-check — rate 1-5. Your category and total scores tally automatically.

Tip: use File > Save As in your PDF reader to keep your answers and resume later.

Scale: 1 = Not yet 2 = Beginner 3 = Working on it 4 = Confident 5 = Mastered

AI Literacy

Category score:

1. I can explain how generative AI works in plain language.
2. I know the difference between AI, machine learning, and automation.
3. I can identify when AI is appropriate for a task.

Prompting & Tools

Category score:

4. I write clear, structured prompts to get useful results.
5. I use at least one AI tool weekly in my work.
6. I know how to iterate on prompts when output is wrong.

Critical Thinking

Category score:

7. I verify AI output before using it in a decision.
8. I can spot AI hallucinations or biased responses.
9. I understand the data privacy implications of the tools I use.

Adaptability & Growth

Category score:

10. I learn a new AI skill or tool at least monthly.
11. I share what I learn with my team or community.
12. I have a roadmap for the next AI skill I'll build.

Total Skills Score:

(auto-calculated, out of 60)

Your roadmap

- 48-60 Ready to lead — mentor others and tackle stretch projects.
- 36-47 Strong contributor — pick your two lowest categories and level up.
- 24-35 Building momentum — commit to one new AI habit this month.
- 12-23 Starting line — begin with the AI Prompt Pack and a 30-day plan.

Future Ready by Melissa • Save this PDF to keep your results.