



# QUICK ASSESSMENT SKILLS GAP



# Quick Assessment - Skills Gap

The Quick Assessment - Skills Gap is a quick and practical self-diagnostic tool designed to help you understand how well your current skills (a mix of 'soft' and 'hard') align with today's core skills and workplace expectations across global work environments. It provides a structured way to reflect on key professional competencies (behavioral, knowledge-based and skill competencies), identify strengths, and recognize areas that may need development.

To use this assessment, set aside a few uninterrupted minutes and respond to each statement honestly based on your own assessment of skill level for each competency from **1 (Weak) to 5 (Strong)**. Answer instinctively without overthinking and use the full range of the scale. Honest and accurate ratings will give you the most meaningful insights into your current readiness and the skills you may want to focus on next.

Rating Scale		Weak 1	Mostly Weak 2	Average 3	Mostly Strong 4	Strong 5
1	Analytical/Critical Thinking					
2	Problem-Solving Skills					
3	Communication Skills					
4	Adaptability/Resilience					
5	Emotional Intelligence/ Empathy					
6	Teamwork & Collaboration					
7	Leadership & People Management					
8	Continuous Learning Mindset					
9	Time Management/ Accountability					
10	Creativity/Innovative Thinking					
11	Digital Literacy/Tech Fluency					
12	Data Literacy/Analysis					
13	AI & Generative AI Tools					
14	Cybersecurity Awareness					
15	Project Management Basics					
16	Automation & Workflow Optimization					
17	Basic Software Tools Proficiency					
18	Quality Assurance & Continuous Improvement					
19	Cloud Computing Basics					
20	Data-Driven Decision-Making					

**Scoring:** Add your total score across all 20 statements. The following ranges indicate the strength of your skills:

- **80 - 100:** Strong skillset, will benefit from refining and polishing.
- **60-79:** Average level skillset requiring further development and capacity-building in selected competencies.
- **Below 59:** Weak skillset, with clear gaps and requiring significant upskilling and upgrading.



## For Further Information Please Visit Our Website

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