



Your Future Skills Journey

Welcome to the Future Skills Portfolio workbook!

This is a workbook that will help you reflect on your participation in the AIMlearning project. It will also help you to set up a “Future Skills Portfolio”.

Going through the workbook will help you identify your skills, your strengths, develop future-ready skills, document your achievements, and build a personal portfolio that can support your future studies, employment, entrepreneurship, and lifelong learning. The different themes in the workbook are connected to the workshops and the learning packages in the AIMlearning project.

Work through the Future Skills Portfolio Workbook step by step and review the recommended project materials and create your own Future Skills Portfolio containing evidence of your performance in: Personal strengths and work life skills; Wellbeing and resilience; Sustainability; Artificial Intelligence; Systems thinking, critical thinking and problem solving; Career readiness.

Core Future Skills listed 2026:

- **Analytical and Critical Thinking:** Knowing how to process information, evaluate data, and make sound decisions under uncertainty.
- **AI and Technical Literacy:** Working alongside artificial intelligence, understanding digital tools, and adapting to tech-driven workflows.
- **Complex Problem Solving:** Finding real-world solutions and organizing information when standard models do not apply.
- **Emotional Intelligence and Communication:** Connecting with others, showing empathy, and communicating clearly both verbally and in writing.
- **Adaptability and Lifelong Learning:** Remaining curious and continuously updating your skills as industries shift.

These are the core future skills listed by AI in September 2026. All very specific, important skills that you achieve through lots of work, training and life experience.

But to develop these future skills, you need to begin with building a solid base consisting of some other skills. You need to develop a comprehensive understanding of your own strengths, your own wellbeing and resilience and you need to develop your systems thinking for understanding responsibility and sustainability (a necessity for the future).

Once you've laid that foundation, you can move on to themes regarding AI and digital skills, critical thinking, analytical thinking and complex problem solving.



The portfolio can be created in any program you would like to use: Microsoft OneNote, Microsoft Loop, SharePoint, Canva, Mahara ePortfolio, LinkedIn

How to use this workbook

This workbook belongs to you. You should use it to:

- ✓ Reflect on your learning
- ✓ Document projects and achievements
- ✓ Record evidence of your skills
- ✓ Plan your next steps
- ✓ Create your Future Skills Portfolio

Before You Begin

Take a moment to think about:

- Where am I today?
- What are my skills?
- What are my strengths?
- What skills do I want to develop?
- What kind of future do I want to create?

There are no right or wrong answers. The purpose is to help you grow, reflect and discover your potential.

Theme 1 Know Yourself

Material that supports this theme is available as a self-study course in the AIMlearning material: [How to Discover & Build Your Strengths](#). Please review that material before you start working on this topic!

Why does discovering your strengths matter?

People who understand their strengths are often more confident, motivated and successful in learning and work. Under this theme you will identify your strengths and interests, reflect on personal values, explore future study and career pathways, develop self-awareness and confidence.



Discover Your Strengths

Identify your strengths, interests, and experiences through this module. Write down answers to the questions and reflect. Take help from the self-study course in the AIMlearning material: [How to Discover & Build Your Strengths](#).

My Future Self

What will I be doing in five years?

What am I proud of?

What skills will I be using?

My Strengths Map

I'm good at ...

I enjoy ...

I want to learn more about ...

People usually say that I am ...

List your personal strengths.

My strengths:

1. _____
2. _____
3. _____
4. _____
5. _____

Describe a situation where you used one of these strengths.



Work Life Skills Employers Value

Many employers look for people who can collaborate, communicate, solve problems, learn continuously, adapt to change.

Future Skills for Future Jobs

My Strengths

What are you good at?

- | | | |
|--|---|---|
| ☐ Teamwork | ☐ Communication | ☐ Creativity |
| ☐ Problem-solving | ☐ Leadership | ☐ Digital skills |
| ☐ Adaptability | ☐ Sustainability awareness | ☐ Other: |
-
-

Reflection

Which of these skills is my strongest?

Which needs more development?

My values and motivation

Our values influence our decisions and goals.

Choose the five values that are most important to you.

- | | | |
|---|-------------------------------------|---------------------------------------|
| ☐ Responsibility | ☐ Creativity | ☐ Learning |
| ☐ Sustainability | ☐ Health | ☐ Family |
| ☐ Respect | ☐ Equality | ☐ Independence |
| ☐ Community | ☐ Courage | ☐ Innovation |

Reflection

Why are these values important to you?



Future Connection

How might these values influence your future career?

Portfolio Evidence could be

- ☐ Personal Profile
- ☐ Skills Map
- ☐ Future Vision Statement
- ☐ Reflection Notes

Theme 2 Well-being and Resilience

Material that supports this theme is to be found at [AIMlearning osaamispaketit – Aimlearning](#) mainly under the “Well-being” learning package.

Working your way through this theme will help you learn about factors that affect wellbeing, develop resilience and coping strategies, improve self-management skills and strengthen your social and emotional awareness.

Understanding Well-being

Well-being is more than physical health. It includes mental-, social-, emotional-, and physical well-being.

Reflection

What does well-being mean to me?



Self-Rating

How well do you take care of yourself? Check with the help of this material: [Self-check-well-being.pdf](#) . How did you score? Most of the answers in each area should be yes, at least three out of five.

Sleep and rest: ____ /5

Nutrition and meals: ____ /5

Relationships and feelings (social well-being): ____ /5

Exercise: ____ /5

Leisure and creativity: ____ /5

Values and daily choices: ____ /5

Reflection

What changes could improve my wellbeing?

MY ENERGY MAP

Everyone has activities that give energy and activities that drain energy.

Things That Give Me Energy

Things That Drain My Energy



Digital Balance

My Screen Time Reflection

How many hours per day do I spend online?

☐ Less than 2

☐ 2–4

☐ 4–6

☐ More than 6

How Do Different Activities Affect Me?

Activity	Gives Energy	Neutral	Drains Energy
Social media	☐	☐	☐
Online learning	☐	☐	☐
Gaming	☐	☐	☐
Messaging friends	☐	☐	☐
Watching videos	☐	☐	☐

My Digital Balance Goal

One healthy digital habit I will try:

MY PERSONAL WELLBEING PLAN

Choose one area you want to improve.

Goal

Why is it important?



Actions I will take

1. _____
2. _____
3. _____

Portfolio Evidence could be

- ☐ Wellbeing Action Plan
- ☐ Reflection Log
- ☐ Digital Balance Plan

Theme 3 Sustainable Futures

Sustainability in Everyday Life

Sustainability involves environment, society and economy. We should strive for sustainability in our everyday life, communities, and workplace through sustainable actions. Here in the AIMlearning material you can find some basic information about what sustainability is: [What is Sustainability?](#) And here you find information about how you can act to become more sustainable in your everyday actions: [Summary-and-examples-responsibility-and-sustainability.pdf](#). To adapt a comprehensive understanding of sustainability also requires that you develop your systems thinking, so go to the systems thinking material right here before you get going: [Systems thinking - A prerequisite for sustainability, planetary health and well-being.](#)

Sustainable Choices That Matter, My Sustainable Lifestyle Check

How often do you do these things?

Activity	Never	Sometimes	Often
Walk, bike or use public transport	☐	☐	☐
Buy second-hand items	☐	☐	☐
Recycle waste	☐	☐	☐
Reduce food waste	☐	☐	☐
Save energy at home	☐	☐	☐
Support local businesses	☐	☐	☐



My sustainability action

What am I already doing well?

What could I improve? Describe one action you can take this month.

Expected impact

Reflection Questions

- What sustainability challenges exist around me?
- How are social, environmental, and economic issues connected?
- What solutions can I contribute to?

Sustainability Detective

Investigate sustainability challenges in school and/or your community and/or your workplace or local environment. Get to know the AIMlearning material on [Problem Solving Skills](#) to come up with solutions for challenges you identified and for the next step: **Design one or a couple of ideas (circular economy) that:**

- Reduce waste
- Reuse resources
- Promote circular thinking



Portfolio Evidence could be

- ☐ Short sustainability Challenge Report
- ☐ My own sustainability action plan
- ☐ Circular Economy Canvas

Theme 4 AI AND DIGITAL FUTURES

AI in Everyday Life

Artificial Intelligence is becoming part of daily life, education and work. Get familiar with the AI learning package in the AIMleraning project here: [AIMlearning osaamispaketit – Aimlearning](#) before you go on! You might also need a little bit of advice on critical thinking before you get started with this theme: [Develop-your-Critical-thinking.pdf](#)

Examples of AI tools include things like chatbots, image generation, translation tools, recommendation systems and productivity assistants. AI could for example be practical to use for CV development, job search, as study support or project planning

Reflection

How I already use AI:

Is there a big difference between the different AI tools available?

What are the limitations of AI?



How can AI support learning and work?

Is it good for your own learning to replace all of your own work with AI? Yes/no, why?

Do you have a clear idea of when to use AI and when not to use it?

RESPONSIBILITY AND AI

AI is a powerful tool, but it also requires responsibility. There is always a risk of bias, misinformation, privacy issues and so on.

Reflect on these Questions

How can AI make mistakes?

How can I verify information?

What ethical issues should we consider?



Portfolio Evidence could be

- ☐ Prompt Portfolio
- ☐ AI Projects
- ☐ AI Ethics Reflection
- ☐ Digital Artefacts
- ☐ Courses in cyber security

Theme 5 MY CAREER PORTFOLIO

Building My Professional Identity

Your portfolio should show:

- What you know
- What you can do
- What you have achieved
- What you want to achieve next

Reflection

What makes me unique?

FUTURE SKILLS CV BUILDER

Personal Profile

Write a short professional introduction.



Key Skills

Projects and Achievements

This material has been developed within the AIMlearning project, which is co-funded by the European Union. The project aims to strengthen the professional and domain-specific competences of students and unemployed job seekers under the age of 29 residing in the Central Ostrobothnia region. Through company-commissioned project assignments and learning packets developed by the project's experts, participants enhance their expertise in artificial intelligence, data analytics, cybersecurity, sustainability, and well-being while simultaneously developing skills that support their employability and professional growth. The AIMlearning project is implemented in cooperation between Centria University of Applied Sciences and Kpedu and will take place between 01.02.2024 and 30.04.2027