

What are Essential Skills?

Essential Skills are used in many activities in work, learning, and life. They are the foundation for learning all other skills.



Reading Text: Understanding policies and procedures within the workplace



Writing: Communicating with others through notes and email



Numeracy: Using numbers and thinking in quantitative terms to complete tasks



Oral Communication: Greeting customers, resolving conflicts, communicating with co-workers to complete tasks



Thinking: Understanding the five different problem solving techniques for different problem areas



Document Use: Finding and understanding information, symbols, acronyms within the organization



Computer Use: Keyboarding skills, basic computer knowledge and software programs



Continuous Learning: Being willing to learn throughout an individual's work life



Working with Others: Interacting with others to complete specific tasks



For more information about setting up our Essential Skills for the Workplace Programs, please contact:

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Workplace Essential Skills



Essential Skills for the Workplace

Building Essential Skills can help you!

- You will learn more about the skills needed for different jobs.
- You will perform better and see success in post-secondary training.
- You will gain experience with job interviews for obtaining employment.
- You will be prepared to succeed and be at ease in day-to-day activities.



How employees benefit

Employees who participate in Essential Skills programs:

- have increased levels of self confidence
- acquire new skills
- are better prepared to seek promotion opportunities
- believe they are valued by their workplaces

ESSENTIAL SKILLS AND EARNING POWER

"28 per cent of what Canadians earn is directly attributable to their Essential Skills levels. No other single factor contributes as much to a person's income. The next highest at 24 per cent is education and credentials. Work experience and attitude are even less. Often we hear that employers want a worker with a good attitude and smile on their face, but that isn't enough. Canada has a brutally efficient economy. If you produce you are successful here."

- T. Scott Murray

WORKPLACE DEMANDS FOR ESSENTIAL SKILLS

Jobs for which no post-secondary education is necessary increasingly require a minimum of Level 3 in reading text, document use, and numeracy; for example, a cashier, security guard or labourer.

Source: *Matching Canadians' Literacy Attainment to Actual Occupational Requirements, May 2001*

Importance of Specific Skills

"How important is it that the employees have skills in...?"

