

# ESSENTIAL SKILLS AT WORK



## Essential Skills For Work: Considering the Trades

	I Can Do This	I Need Help to Do This	I Need Training
<b>Reading</b>			
I can read and understand trade language and terms.			
I can read and follow step-by-step instructions.			
I can read and interpret information from labels, bulletins, manuals, code books, etc.			
<b>Document Use</b>			
I know the safety and other work-related signs, codes and symbols.			
I am able to find the information I need from lists, schedules, tables, graphs, flow charts, touch screens, maps, gauges, technical drawings, etc.			
I can accurately record numbers and fill in the information needed for checklists, forms, bills, etc.			
<b>Writing</b>			
I can write short notes that are clear, accurate and complete.			
<b>Numeracy</b>			
I can do basic mathematical calculations.			
I can do conversions in Imperial and metric.			
I can use formulas to complete my calculations.			
I can use measurement tools to take correct measurements (length, diameter, volume, temperature, weight, etc.)			
I can analyze numbers to see patterns and trends that tell me what to do next.			
I am confident I can put together accurate schedules and budgets.			
I have all the money math skills I need.			
I can make accurate estimates for size, weight, quantities, time for tasks, etc.			
<b>Oral Communication</b>			
I have all the listening skills I need to get the information I require from verbal instructions and explanations.			
I am confident communicating with others to coordinate work tasks, share information and discuss issues.			

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<b>Thinking Skills – Critical Thinking</b>			
I can think logically through situations that need my attention.			
I use a critical thinking process to analyze and evaluate information.			
<b>Thinking Skills – Problem-solving</b>			
I am able to identify the nature of a problem, evaluate options, and develop an appropriate solution.			
I can use a troubleshooting process to resolve a problem			
<b>Thinking Skills – Decision Making</b>			
I am confident that my decision-making skills lead me to make safe, appropriate and timely decisions.			
<b>Thinking Skills – Job Task Planning and Organizing</b>			
I can sequence my tasks to be efficient.			
I am confident I have the planning and organizational skills I need to get my work done.			
I am comfortable dealing with interruptions and returning to my work.			
<b>Thinking Skills – Significant Use of Memory</b>			
I can accurately remember work processes and procedures.			
<b>Thinking Skills – Finding Information</b>			
I know how and where to find the information I need to answer my questions and get my work done.			
<b>Working with Others</b>			
I am comfortable working independently, yet also work collaboratively as a team member.			
<b>Digital Technology</b>			
I am able to use digital technology to complete workplace tasks.			
I can easily adapt when new technology or processes are introduced.			
<b>Continuous Learning</b>			
I look for and take advantage of all types of learning opportunities, both formal and informal.			
I have all the learning skills I need to take full advantage of training.			

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## e-SKILLS

### 1. READING @ WORK

Reading and understanding written information in the many different types of workplace documents, such as work instructions, emails and memos, health & safety manuals & policies & reports.

### 2. DOCUMENT USE @ WORK

Finding and using the information you need, putting in information where it is needed, and constructing information displays are all document use tasks. Icons, labels, lists, tables, forms, graphs,

signs, maps, gauges, images, schedules, schematics, touch screens and technical drawings are examples of documents or information displays used in a workplace.

### 3. NUMERACY @ WORK

Using numbers and thinking mathematically to measure and make calculations, to estimate, to work with money, to analyze trends and to create schedules and budgets.

### 4. WRITING @ WORK

Using the written word to create a clear message.

### 5. ORAL COMMUNICATION @ WORK

Talking with others to give and exchange information and ideas, such as asking questions, giving directions, coordinating work tasks, explaining and persuading.

### 6. WORKING WITH OTHERS @ WORK

Leading, coordinating or collaborating with others on work activities.

### 7. THINKING SKILLS @ WORK

Thinking Skills include: problems solving, job task planning and organizing, finding information, critical thinking, significant use of memory and decision-making. Using a thinking process to solve problems, organize and plan, find needed information, be logical, remember things and make decisions.

### 8. DIGITAL TECHNOLOGY @ WORK

Using information and communication technology.

### 9. CONTINUOUS LEARNING @ WORK

Applying strategies which support workplace learning and the ability to adapt to change.