

ESSENTIAL SKILLS FOR WORK

THE 9 ESSENTIAL SKILLS

Reading @ Work

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



Document Use @ Work

Finding & 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 & technical drawings are examples of documents or information displays used in a workplace.

Numeracy @ Work

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

Writing @ Work

Using the written word to create a clear message.

Oral Communication @ Work

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



Working with Others @ Work

Leading, coordinating or collaborating with others on work activities.

Thinking Skills @ Work

Thinking Skills include: problem 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.

Digital Technology @ Work

Using information and communication technology.

Continuous Learning @ Work

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



The 21st century workplace needs a skilled workforce that's efficient, effective and adaptable, while workers need the skills required to perform successfully at work.

Workplace Education Manitoba is the smart choice for the latest workplace Essential Skills expertise and resources to help you make smart career choices.

For more Essential Skills information, visit us at www.wem.mb.ca.