

Workplace Essential Skills

What Can You Do?

IDENTIFY

- Your work, learning and life goals
- Your Essential Skills assets (what you have)
- Your Essential Skills gaps (what you need)
- A plan for reaching your goals

ASK

- What were the main tasks of my school and work experiences (including volunteer work)?
- What Essential Skills did I use to carry out those tasks?
- How can those Essential Skills transfer to another situation (learning/work/life)?
- How can I describe these Essential Skills in a way that employers, etc. value?
- What evidence can I collect to show that I have these skills?

CONNECT

- Guidance counselor
- Essential Skills websites (such as <http://srv108.services.gc.ca>)
- Employment counselor
- Training programs
- Education programs
- People you know

COMMUNICATE

- Résumé
- Skills summary
- Portfolio
- Interview

