

The Nine Essential Skills

1 Reading Text

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

2 Document Use

Finding and using the information you need - or putting information in where it's needed - in documents like labels, lists, forms, charts, graphs and technical drawings.

3 Numeracy

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

Using the written word to create a clear message.

5 Oral Communication

Talking with others to give and exchange information and ideas, such as asking questions, making presentations, explaining and persuading.

6 Working with Others

Directing or coordinating work activities with others.

7 Thinking Skills

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

8 Computer Use

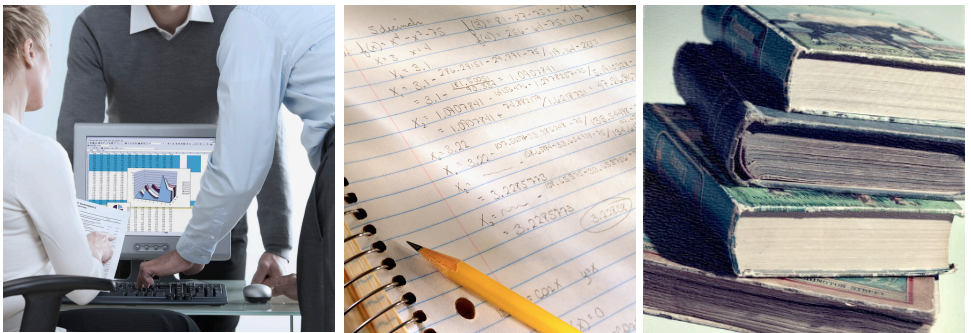
Using hardware and software and other computer-based technical tools.

9 Continuous Learning

Being a lifelong learner.

Workplace Essential Skills

Why Should You Care?



Essential Skills are the skills people need for work, learning and life.

A survey of employers across Canada found that there are nine skills that are essential to success in today's workplace.

They provide the foundation for learning all other skills and are the cornerstone for lifelong learning.

Without adequate levels of Essential Skills your education, training and career options will be limited.

They're essential to your future.



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