

WORKPLACE ESSENTIAL SKILLS

Essential Skills are the foundation skills that everyone uses while performing the tasks required by their job. We draw on them while learning all other skills and they support and enhance our ability to innovate and adapt to workplace change.

WORKPLACE ESSENTIAL SKILLS:

Reading workplace text
Document use
Writing

Oral communication
Thinking skills
Working with others

Computer use
Continuous learning
Numeracy



Essential Skills Snapshot for Team Leaders

The following is intended as a brief snapshot of the Essential Skills that Team Leaders need in order to be successful in their work. It is only intended to get you thinking about which Essential Skills you may use most, and which ones you might like to learn more about.

The three different lights below are meant to indicate your comfort level with a statement that refers to you. Please read each statement and then check off the one you think applies.

- **Green Light:** I move confidently in this area
- **Yellow Light:** I move with caution in this area
- **Red Light:** I have not started moving in this area



	● Green Light	● Yellow Light	● Red Light
I can read and interpret workplace-related documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to monitor and complete required day-to-day documentation and reporting forms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can communicate in writing using correct grammar, punctuation and spelling in a style that is appropriate for the purpose of the message and the audience it's aimed at.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to talk comfortably and with purpose with others individually or in a group to delegate work, share information or answer questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am confident in providing feedback to team members and coaching and making suggestions for improvement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

● Green Light
 ● Yellow Light
 ● Red Light

I can plan and lead team meetings that meet the intended purpose.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable working with others to keep discussions moving forward in a positive and results-oriented manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have the numeracy skills I need to complete my work tasks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can plan and monitor work schedules, making adjustments and adaptations as required.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can analyze numbers and information to see patterns and trends that tell me what to do next.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to identify the nature of a problem, evaluate options and develop an appropriate solution when faced with an issue.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am confident I can make appropriate and timely decisions based on solid information, minimizing the disruption to the workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to think logically through situations that need my attention.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable monitoring work situations, anticipating potential problems, and responding proactively to come up with a workable response.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel in control of my use of time and can organize & prioritize my job tasks as well as delegate the job tasks of others to complete the work efficiently to meet time requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to deal with conflicting or competing work demands in an environment that can be unpredictable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can accurately remember work processes and procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to find the information I need to give answers or advice to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable working independently, yet also working collaboratively as a team member.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable taking a leadership role and clearly communicating priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am confident that I can read situations accurately and use influence and leadership to point others in the desired direction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable facilitating group problem solving and decision making processes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am confident with the skills I have for identifying sources of conflict and resolving issues among team members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable using information and communication technology.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I look for and take advantage of all types of learning opportunities, both formal and informal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable adapting to change.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



For more information about Workplace Essential Skills, visit www.wem.mb.ca.