

# WORKPLACE ESSENTIAL SKILLS

Workplace 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 text  
Document use  
Writing

Oral communication  
Thinking skills  
Working with others

Computer use  
Continuous learning  
Numeracy



## Workplace Essential Skills Snapshot for Construction Electricians

The following is intended as a brief snapshot of the Workplace Essential Skills that most Construction Electricians need in order to be successful. It is only intended to get you thinking about which Workplace 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 how comfortable you are 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 follow step-by-step installation instructions and notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to read and understand information in operating handbooks and service and safety manuals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can find and interpret the information I need from the Canadian Electrical Code	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can identify safety and other work-related signs, symbols and labels that keep me safe at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

● Green Light   
 ● Yellow Light   
 ● Red Light

I am able to locate information I need from lists, schedules, tables, graphs and diagrams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can get all the details I need from reading and interpreting blueprints and technical drawings, including schematics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can blend information from different diagrams or tables in a manual to get the information I need to troubleshoot a problem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can easily record accurate data and write clear short notes in log books or daily work journals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel comfortable communicating with co-workers and other trades to coordinate work tasks, share information and discuss issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can clearly and precisely communicate critical information in a noisy work environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have all the numeracy skills I need to assemble, install, test, troubleshoot and repair electrical wiring, fixtures and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am good at measuring precisely, using instruments to measure time, distance, temperature, voltage, resistance, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable using a calculator to perform complex calculations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to collect and analyze data and identify patterns in order to figure out the next step	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to identify the nature of a problem, evaluate options and find an appropriate solution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable using standard troubleshooting procedures to repair equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am confident that my decision-making skills lead me to make safe, appropriate and timely decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can efficiently organize and prioritize my work tasks to use my time effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I accurately and confidently remember standard work processes and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can find the information I need using a variety of sources, such as co-workers, supervisors, documents, manuals or online resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable working independently, yet also working collaboratively as a part of a team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable when new technologies are introduced and have the skills I need to adapt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I look for and take advantage of training opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am confident I have all the skills I need to take on new learning opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

