

WHY CARE?

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

A massive survey of Canadian employers found that there are nine skills critical to success in today's workplace. All nine are used in different combinations in different applications in every occupation. They are the foundational skills used to carry out work tasks and they're the building blocks used to learn new ones. They are the Essential Skills.

THEY ARE **CRITICAL** TO YOUR FUTURE.

9 e-SKILLS

1. READING @ WORK

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

2. DOCUMENT USE @ WORK

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

3. NUMERACY @ WORK

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 @ WORK

Using the written word to create a clear message.

5. ORAL COMMUNICATION @ WORK

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

6. WORKING WITH OTHERS @ WORK

Leading, coordinating or collaborating with others on work activities.

7. THINKING SKILLS @ WORK

Thinking Skills include: problems 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.

8. DIGITAL TECHNOLOGY @ WORK

Using information and communication technology.

9. CONTINUOUS LEARNING @ WORK

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