

# ESSENTIAL SKILLS @ WORK

## THE 9 ESSENTIAL SKILLS

### ● Reading @ Work

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

### ● Document Use @ Work

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

### ● Numeracy @ Work

Using numbers and thinking mathematically to measure and make calculations, to estimate, to work with money, to analyze numerical trends and to create schedules and budgets.

### ● Writing @ Work

Using the written word to create a clear message.

### ● Oral Communication @ Work

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

### ● Working with Others @ Work

Leading, coordinating or collaborating with others on work activities.

### ● Thinking Skills @ Work

Thinking Skills include: problem 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.

### ● Digital Technology @ Work

Using information and communication technology.

### ● Continuous Learning @ Work

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

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

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

## Why should you care?

### Workplaces with the right mix of Essential Skills report:

- Increased efficiency and productivity
- Enhanced communication and teamwork
- Reduced error rates
- Improved health and safety records
- Higher worker satisfaction and retention levels
- Better internal promotion options
- Increased worker motivation and engagement
- Healthier growth potential
- Faster reaction times when managing change
- A more skilled and adaptable workforce

## What can you do?

View everything through an Essential Skills lens, and partner with WEM to create the customized solution that supports your workplace's business goals and needs.

An Essential Skills solution begins with a WEM consultation and an Essential Skills analysis of your workplace needs.

WEM is considered an Essential Skills leader in Canada with 20 years of expertise, experience and success, and a proven record of Essential Skills solutions and partnerships.

**Start by connecting with a WEM Business Advisor at 272-5030, or visit [www.wem.mb.ca](http://www.wem.mb.ca).**