



Essential Skills—*Success*

The Foundation for *Success*

Industry Training Partnerships is responsible for essential skills training for the workplace in Manitoba. Essential skills are the reading, writing, numeracy, communication, teamwork, thinking, learning and computer skills required to successfully perform in the workplace and to maximize the use of other types of training.

Employees at all levels must be able to:

- Read and understand a range of text from written work orders to online and print-based technical and policy documents.
- Utilize complicated workplace documents including technical manuals, blueprints and health and safety regulations.
- Fill out and compose forms, work orders and reports.
- Clearly speak and carefully listen in one-on-one and group settings.
- Know when and how to use numbers accurately whether measuring, converting imperial measurements to metric or developing budgets and reports.
- Navigate through print and online sources to find information specific to a task.
- Think through workplace problems and challenges.
- Work as a team, whether on the plant floor or in company or union meetings.
- Keep learning and adapting to changes such as introducing International Standards Organization (ISO) requirements, and new technology.

Industry Training Partnerships can help organizations to identify essential skills requirements, and develop and implement appropriate essential skills training. This is achieved in two ways: the support of direct delivery programs and the coordination of activities through the Workplace Education Manitoba Steering Committee (WEMSC), a business-labour-government partnership. WEMSC seeks funding from the National Literacy Secretariat of Human Resources Development Canada (HRDC) to raise awareness, research and develop innovative delivery models, and support trainer development throughout the province.

For more information, please contact:

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