

Essential Skills

What are they?

Essential Skills are the foundation skills everyone uses while performing the tasks required for their jobs. A survey of workplaces across Canada found that nine skills are essential in today's workplace. All nine are used in different combinations, in different applications, in every occupation. They are the foundational skills you rely on to carry out your work tasks and they're the building blocks you use to learn new ones.

The nine Essential Skills are:

- reading text
- document use
- writing
- numeracy (math)
- oral communication
- thinking
- working with others
- computer use
- continuous learning

What are the benefits?

These Essential Skills offer workplace benefits for employers and employees alike. The benefits for business may include:

- improved health and safety records
- increased output of goods/services
- increased quality and productivity
- reduced error rates
- higher worker satisfaction and retention levels and improved morale
- enhanced communication and teamwork
- a more flexible, adaptable, and efficient workforce

Benefits for workers include:

- being more confident, engaged and motivated
- better able to adapt and take on new roles and tasks
- better internal promotional opportunities

- more training and education, and employment and promotion opportunities
- improved prospect for higher wages
- greater learning ability
- improved on-the-job efficiency, flexibility, adaptability and effectiveness
- higher skills levels that benefit home, community and the economy as a whole

How can we help?

Industry Workforce Development can help organizations to identify Essential Skills requirements and develop and implement appropriate training to address gaps. This is achieved by partnering with Workplace Education Manitoba. This business-labour-government partnership helps to:

- support and co-ordinate direct delivery programs on-site in the workplace or through Workplace Essential Skills Training (WEST) Centres
- raise awareness, research and develop innovative delivery models, and support practitioner development throughout the province
- create partnerships with other key stakeholders and the Office of Literacy and Essential Skills, Human Resources and Skills Development Canada

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