

Essential Skills Benefits for Employers

Tips For Integrating Training In Your Workplace

Set clear goals for your training.

Involve workers in the development of the program. Incorporate their needs and build trust.

Build on existing skills and knowledge of workers.

Use real workplace materials to keep the learning activities relevant.

Ensure that training programs are accessible for employees (time, cost, location, etc.).

Make learning safe by maintaining confidentiality.

Find a champion in management who will support skill development in the workplace.

Create a culture of learning in your workplace to support lifelong learning. This will encourage workers to continue to learn and support the sustainability of learning in your workplace.

(Adapted from CAMA and NWT Literacy Council)

Increased Productivity and Competitiveness

Less time per task; less absenteeism; less waste; a workforce that is adaptable to change

Greater Efficiency

Employees understand requirements and procedures; they are capable of improved independent work and better team cooperation

More Engaged Workforce

Increased initiative and motivation among employees

Better Workplace Health and Safety Practices and Records

Fewer accidents; employees have increased ability to understand health and safety instructions

(Adapted from HRSDC)

A highly skilled workforce is necessary for New Brunswick to be competitive in the global economy. Skills can be strengthened and maintained through continued development of Essential Skills in the workplace.

(Adapted from Addressing Canada's Literacy Challenge, Data Angel Policy Research Inc. 2009, HRSDC)

www.nb.literacy.ca

If you would like help finding a learning program in your community or more information about Literacy and Essential Skills,

Call our Learn Line

1-800-563-2211

Funded by the government of **Canada's**
Office of Literacy and Essential Skills

The Nine Essential Skills

Reading Text

Reading and understanding written materials

- Understanding memos
- Using manuals

Writing

Writing text on paper and typing text on computers, cellphones, etc.

- Writing an incident report
- Clear expression in email, letters and reports

Numeracy

Using and understanding numbers and thinking in quantitative terms

- Making calculations; taking measurements
- Making change for a customer

Document Use

Using and understanding information displays which use words, numbers, icons, charts and other visual materials

- Using a map
- Understanding signs, labels, lists

Oral Communication

Using speech to give and exchange thoughts and information

- Giving or receiving verbal instructions
- Greeting customers or members of the public

Computer Use

Successful use of computers and technology

- Sending and receiving email
- Using computerized machinery

Working with Others

Working with others to accomplish tasks efficiently

- Building team relationships in the workplace
- Participating actively in group projects

Thinking Skills

Using a thought process for problem solving, decision making, critical thinking, planning and memory

- Considering relevant factors before making a decision
- Managing time and resources well

Continuous Learning

Participating in ongoing processes of acquiring new skills and knowledge throughout life

- Learning on the job
- Seeking learning opportunities