

Essential Skills In The Workplace



Reading Text

- Reading written materials such as emails, memos, manuals, and reports
- Analyzing and integrating information from multiple sources

Numeracy

- Taking measurements and making calculations
- Creating budgets and schedules

Document Use

- Understanding and entering information into documents such as charts, graphs, pay stubs, blueprints and schedules

Writing

- Writing with clear purpose to inform or request information
- Writing letters and reports to organize, record and document information

Computer Use

- Using email to send and receive information
- Using a cash register
- Using company-specific software

Oral Communication

- Communicating clearly and concisely with co-workers
- Speaking comfortably with clients and supervisors

Thinking Skills

- Considering all relevant factors before making a decision
- Managing time and resources to meet deadlines

Working with Others

- Developing working relationships with employers, co-workers and customers
- Participating actively in group projects and team meetings

Continuous Learning

- Attending professional workshops or training
- Seeking out learning opportunities