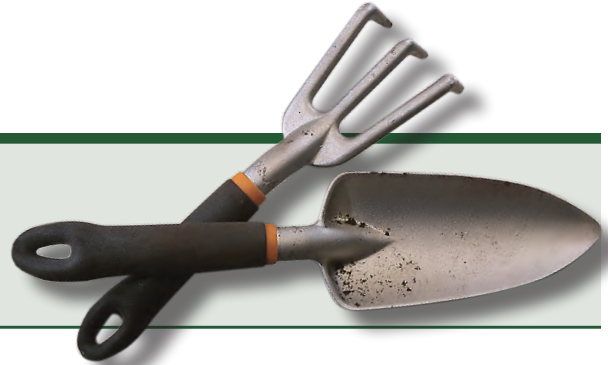


# Gardening



## Essential Skills Profile

(Adapted from the Ontario Skills Passport Workplan)

**Most Important Essential Skills** (also shaded):

- ▶ Reading Text
- ▶ Thinking Skills (Job Task Planning and Organizing)

**ES Tasks/Level:** Skill levels are assigned to workplace tasks. Level 1 tasks are the least complex and level 4/5 tasks are the most complex.

### Reading Text

#### Tasks Performed

Read flyers for plants you want to purchase. (Level 1)

Read gardening magazines for information on kinds of seeds, where to plant, and proper nutrition. (Level 2 – 3)

Read books on gardening for plant care. (Level 3)

### Document Use

#### Tasks Performed

Read seed packets. (Level 1)

Apply for zoning permissions if digging a deep garden. (Level 2)

### Writing

#### Tasks Performed

Write label signs for seedlings. (Level 1)

### Numeracy — Money Math

#### Tasks Performed

Purchase plants and fertilizers. (Level 1 – 2)

### Numeracy — Scheduling or Budgeting and Accounting

#### Tasks Performed

Make a budget for plant purchases. (Level 1 – 2)

**Numeracy — Measurement and Calculation****Tasks Performed**

Count the number of seeds per hole. (Level 1)

Set the size of the garden. (Level 1 – 2)

**Numeracy — Data Analysis****Tasks Performed**

N/A

**Numeracy — Numerical Estimation****Tasks Performed**

Estimate spacing of rows and flowers/plants. (Level 1)

**Oral Communication****Tasks Performed**

Talk to family about what they want in the garden (flowers and vegetables). (Level 1)

Talk to the plants to encourage growth. (Level 1)

Talk to others and garden centre staff for help in choosing plants. (Level 2)

**Thinking Skills — Problem Solving****Tasks Performed**

Plants are not growing or have an insect infestation. Resolve the problem. (Level 1 – 2)

**Thinking Skills — Decision Making****Tasks Performed**

Decide what plants to purchase. (Level 1)

**Thinking Skills — Critical Thinking****Tasks Performed**

N/A

**Thinking Skills — Job Task Planning and Organizing****Tasks Performed**

Plan out the garden (size, plants, spacing). (Level 2 – 3)

Plan where to place the garden (sunlight, shade, etc.). (Level 1)

**Thinking Skills — Significant Use of Memory****Tasks Performed**

Remember the names of flowers/herbs. (Level 1 – 2)

**Thinking Skills — Finding Information**

**Tasks Performed**

Use the library and Internet to learn new information about plants. (Level 1 – 2)

**Working with Others**

**Tasks Performed**

Gardening is mostly a solitary process. If you are working in a community garden, the planning process needs to be done within a team.

**Computer Use**

**Tasks Performed**

Use Internet for research about plants and plant care. (Level 1)

Use garden planning software to create layout and design of the garden. (Level 2)

**Continuous Learning**

**Tasks Performed**

Learn about new developments – how to use compost.

## Learning Activity #1 (low level)

**Leisure Activity:** Gardening

**Essential Skill:** Reading Text

**Lead Statement:** Gardening is a hobby that many enjoy for creative, relaxation and landscaping purposes. Reading and understanding flyers is an important task to understand the types of plants offered, the price of the plants and to start the beginning stages of planning your garden. It also involves organizing and critical thinking skills so you can plan out the desired look of your garden.

### Learning Activity:

- 1 Locate the Humber Nurseries 2009 Price List flyer.
- 2 Have a pen and a piece of paper ready to write down the list of flowers you will require for your rose garden.
- 3 Scan the flyer and locate the 'Guide to Rose Notes' section of the flyer. Read the descriptions for the symbols' meanings.
- 4 Read through the flyer and choose three types of Hybrid Tea Roses that are members of the Rose Hall of Fame.
- 5 Write the names and product codes on your piece of paper to keep track of the flowers you desire for your garden.
- 6 Choose 2-3 additional rose bushes that indicate they are a native plant and that they tolerate part shade.
- 7 Write the names and product codes on the same piece of paper to complete the list for your garden.

**Essential Skill Level:** Level 1



**Corresponding Document:** Humber Nurseries 2009 Price List: Roses (also available via [www.humburnurseries.com](http://www.humburnurseries.com))



### Something to Think About:

Consider taking a trip to a local garden centre (even at a Wal-Mart or Canadian Tire) to make the learning activity more authentic. Perhaps learners can plant a rose garden or a planter at the learning centre. You can use local flyers and adapt the learning activity accordingly to suit the different flyers.

## Document to Use with Learning Activity #1 (low level)



If the font on this document makes it too difficult for a low-level learner to read and use, it can be viewed online at [www.humburnurseries.com](http://www.humburnurseries.com) or on the CD that was included with this kit, where it can be viewed and printed as a PDF using Adobe Acrobat Reader. The size of the document can be increased as needed and printed directly from the CD.



**BECOME A V.I.P. BUY MORE - SAVE MORE**  
5% - 10% - 15%

**HUMBER LOYALTY DOLLARS SAVE EQUIVALENT OF 3% TOWARD FUTURE PURCHASES**  
See flyer HU120 for details

## HUMBER NURSERIES

## 2009 PRICE LIST

## Key to Symbols

- requires full sun
- ◐ tolerates part shade
- ♣ native plant
- # product code

## ROSES

For further information on Roses pick up the Green Thumb Guides  
GT 109 Roses, GT 308 How to Plant


PL 906  
Effective March 1, 2009

## GUIDE TO ROSE NOTES

- ☆ Member of the Rose Hall of Fame
- ◐ Tolerant of partial shade
- ✓ Few or no thorns
- CL Can also be trained as a climber



## 2009 ALL-AMERICAN ROSE SELECTIONS (AARS)

Carefree Spirit	-shrub, single cherry-red flowers with white accents and contrasting yellow-white centre, delicate fragrance	
Cinco de Mayo	-floribunda, flowers are a blend of smoky lavender and rusty red-orange, sweet apple fragrance	
Pink Promise	-hybrid tea, large perfectly formed flowers of blended pink and cream, fruity fragrance, official rose of the National Breast Cancer Foundation.	

\$21.99 each

The American Rose Society awards this prestigious distinction annually to the very best new roses and only after long and rigorous trials. Since 1940, out of many thousands of contenders, only 198 winners have been declared - a reflection of the highest of standards.

We are pleased to offer 41 All-American Rose Selections including the three 2009 winners.

## GRANDIFLORA ROSES

*No guarantee over winter*

Grandiflora Roses resemble both hybrid teas and floribundas. They are tall and vigorous with clusters of large well-formed blooms.

NAME	CODE	NOTE	AARS	COLOUR	SCENT	PRICE
About Face	#ROSGRAF		2005	Gold-Orange-Red	Sweet	\$19.99
Crimson Bouquet	#ROSGRCB		2000	Bright Red	Delicate	16.99
Dream Come True	#ROSGRDT		2008	Yellow-Red	Delicate	21.99
Mount Hood	#ROSGRMH		1996	Ivory-White	Moderate	21.99
Queen Elizabeth	#ROSGRQE	☆	1955	Clear Pink	Delicate	16.99
Strike It Rich	#ROSGRSR		2007	Yellow-Pink	Strong	21.99
Wild Blue Yonder	#ROSGRWB		2006	Red-Purple	Strong	21.99



## HYBRID TEA ROSES

*No guarantee over winter*

Hybrid Tea Roses are generally tall and stately with large well-formed blossoms borne singly on long stems. Excellent as single specimens or in mixed plantings. Generally considered 'the classic rose' and favoured for cutting and flower arrangements.

NAME	CODE	NOTE	AARS	COLOUR	SCENT	PRICE
Blue Girl	#ROSHBGG			Lilac-Blue	Strong	16.99
Double Delight	#ROSHDD	☆	1977	Red-Cream	Strong	16.99
Elna	#ROSHTEN	☆		Light Yellow	Fruity	16.99
Elle	#ROSHTEL		2005	Pink-Ivory	Strong	19.99
Fragrant Cloud	#ROSHFPC	☆		Orange-Red	Strong	16.99
Just Joey	#ROSHJJI	☆		Rich Apricot	Strong	16.99
Midas Touch	#ROSHMT		1994	Bright Yellow	Sweet	16.99
Mister Lincoln	#ROSHML		1965	Deep Red	Strong	16.99
Mrs. S. Peters	#ROSHMSP			Rich Pink	Strong	21.99
Opening Night	#ROSHON		1998	Bright Red	Delicate	16.99
Pascali	#ROSHTPS	☆	1969	Pure White	Delicate	16.99
Peace	#ROSHTP	☆	1946	Yellow, Pink Edge	Delicate	16.99
Pink Promise	#ROSHPPP	NEW	2009	Pink-Cream	Fruity	21.99
Stephan's Big Purple	#ROSHSTP			Mauve-Purple	Strong	16.99
Tahitian Sunset	#ROSHSTTS		2006	Apricot-Yellow	Fruity	21.99
Timeless	#ROSHSTI		1997	Deep Pink	Delicate	16.99
Touch of Class	#ROSHSTC		1986	Coral-Pink	Delicate	16.99
Tropicana	#ROSHSTR		1963	Orange-Red	Strong	16.99
Whisper	#ROSHSTWH		2003	Creamy-White	Delicate	16.99

## ☆ ROSE HALL OF FAME ☆

The World's Favourite Roses, as chosen by popular vote in The World Federation of Rose Societies, and their year of induction:

Eden (2006)  
Elna (2006)  
Bonica (2003)  
Ingrid Bergman (2000)  
New Dawn (1997)  
Just Joey (1994)  
Pascali (1991)  
Papa Meiland (1988)  
Double Delight (1985)  
Iceberg (1983)  
Fragrant Cloud (1981)  
Queen Elizabeth (1979)  
Peace (1976)



## Steps to the Answer for Learning Activity #1 (low level)

### Learning Activity:

Reading garden centre flyers

An example of a Hybrid Tea Rose that is a member of the Rose Hall of Fame is Double Delight, product code #ROSHTDD. Write this down on your piece of paper, along with 2 additional rose bushes that also tolerate partial shade.

An example of a rose bush that is a native plant and also tolerates partial shade is Mountain Rose, product code #ROSWO. Add this plant and product code to your piece of paper with 2 additional plants that are also native and tolerate partial shade.

### Answer:

#### Acceptable answers for Hybrid Tea Roses that are a member of the Rose Hall of Fame:

Double Delight (#ROSHTDD), Elina (#ROSHTEN), Fragrant Cloud (#ROSTFC), Just Joey (#ROSHTJJ), Peace, (#ROSHTPE), Pascali (#ROSHTPS).

**Acceptable Answers for native plants that tolerate partial shade:** Mountain Rose (#ROSWO), Redleaf Rose (#ROSRU), Virginia Rose (#ROSVI).



### Steps to the Answer (one way):

- 1 Obtain a copy of the Humber Nurseries 2009 Price List flyer.
- 2 Scan the flyer for the 'Guide to Rose Notes' section that provides the reader with the meaning to the corresponding symbols.
- 3 Read and recognize the meaning of the words and corresponding symbols in the section 'Guide to Rose Notes.'
- 4 Scan the flyer to locate the Hybrid Tea Rose section.
- 5 Scan the types of flowers and symbols and choose 3 Hybrid Tea Rose bushes that are also a member of the Rose Hall of Fame. Ensure that the chosen plant has a star symbol beside it.
- 6 Write the names and the product codes of the flowers on a separate piece of paper.
- 7 Scan the flyer to locate the 'Key to Symbols' box.
- 8 Read and recognize that the maple leaf symbol indicates that the rose bush is a native plant.
- 9 Scan the flyer to locate 3 additional rose bushes that are native plants that tolerate partial shade. The chosen plants will have a half moon symbol and a maple leaf symbol beside the product code.

- 10 Write the names and the product codes of the flower on a separate piece of paper to complete your garden list.
- 11 Present your completed list of 5 to 6 different types of rose bushes with their corresponding product codes.

**Essential Skill:** Reading Text

**Essential Skill Level:** Level 1

## Learning Activity #2 (high level)

**Leisure Activity:** Gardening

**Essential Skill:** Thinking Skills (Job Task Planning and Organizing)

**Lead Statement:** Planning and drafting a new garden takes a lot of organizing and critical thinking skills. It is important to thoroughly plan the type of garden you want, the best location for it and the suitable plants that will produce the desired look.

### Learning Activity:

- 1 Read through the provided garden plan for your Nook Garden. Ensure that you have a pencil and a piece of graph paper to create your own garden plan.
- 2 On the graph paper, draw the location of your house and other fixed structures such as a driveway, deck and/or garage as a representation of your yard. Note: 1 square is equal to 1 foot.
- 3 Using the Nook Garden as your design guide, draw in the desired location of your garden on the graph paper. Ensure you keep the similar shape and size of the sample to produce the desired look.
- 4 In your garden, draw the representation of the bench. The bench is 4 feet long and 1.5 feet deep.
- 5 Review the plant list and mark out in the garden the location of the plants you have chosen for your Nook garden. Ensure you space the plants appropriately.
- 6 Present your well-planned and detailed Nook garden design.

**Essential Skill Level:** Level 2 (3)



**Corresponding Document:** *Better Homes and Gardens*, Nook Garden Plan (also available via <http://www.bhg.com>) Graph paper (Some learners may not be familiar with this type of paper. If graph paper is not available, you may use blank paper and a ruler to make the grid lines.)



### Something to Think About:

If feasible, see if there is a plot of land at the learning centre location and have the learners create a real garden from the plan. If that is not feasible, perhaps one of the learners from the program has some yard space that they can donate to the project, or you can look into community garden plots. Seeing the activity come to life will make it even more authentic for learners.



## Document to Use with Learning Activity #2 (high level)

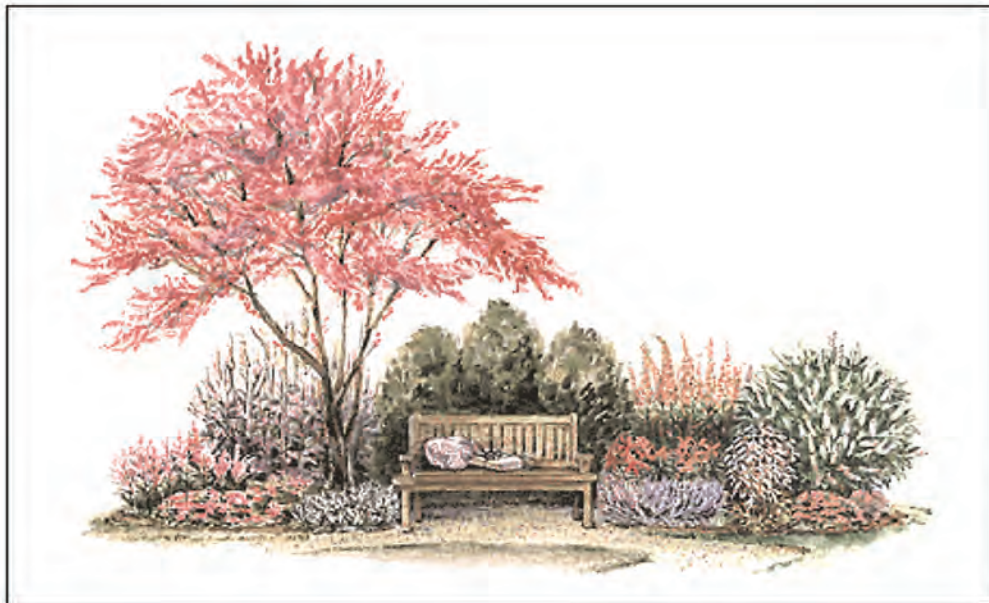


This document is also available for viewing at <http://www.bhg.com> or it can be found on the CD that was included with this guide, where it can be viewed as a PDF using Adobe Acrobat Reader, enlarged as needed and printed.

**bhg.com**

**Better Homes  
& Gardens**

GARDEN PLANS



## Nook Garden

CREATE A GARDEN NOOK WHERE YOU CAN LOSE YOURSELF ON SUNNY DAYS.

A garden bench under sheltering boughs is an invitation to wile away a lazy afternoon. Surround that bench with flowers and fragrance and the invitation becomes irresistible. This nook garden offers secluded respite in a beautiful setting. It's equally at home in a front yard or back. The redbud tree provides needed shade for the astilbes and other shade-loving perennials, while the lavender and penstemon are placed in full sun. Daffodils, hyacinths, and snowdrops are optional but highly recommended.

## Steps to the Answer for Learning Activity #2 (high level)

### Learning Activity:

Planning and drafting a garden plan

**Answer:** Completed draft of individualized garden plan that is similar in shape and design to the provided Nook Garden sample.



### Steps to the Answer (one way):

- 1 Scan the garden design sample, reviewing the shape of the garden and the recommended plants.
- 2 Obtain a pencil and a piece of graph paper.
- 3 Draw the appropriate size of your house and other fixed structures on your property.
- 4 Decide on an area where you want your garden.
- 5 Draw the outline of the garden on your graph paper.
- 6 Draw the bench in your garden. The representation of the bench is a total of 4 squares in length and 1.5 squares deep.
- 7 Scan the garden design for the plant list.
- 8 Decide on the plants you want for your garden.
- 9 Draw in the location of the plants, leaving adequate space between plants.
- 10 Present the completed draft of your personalized Nook garden design.

**Essential Skill:** Thinking Skills (Job Task Planning and Organizing)

**Essential Skill Level:** Level 2 (3)

## ACTIVITY OCCUPATION CHART

### Matching Skills from Leisure Activity to Skills Required in National Occupational Classification (NOC) Profiles

<b>ACTIVITY: Gardening — People who participate frequently in gardening develop the Essential Skills that are required of workers in the occupations listed below.</b>		
Most Important Essential Skills of Leisure/Home-based Activity	Records Management and Filing Clerks (NOC 1413)	Plating, Metal Spraying and Related Operators (NOC 9497)
<p><b>Reading Text</b></p> <ul style="list-style-type: none"> <li>▶ Read flyers for plants you want to purchase. (Level 1)</li> <li>▶ Read gardening magazines for information on kinds of seeds, where to plant, and proper nutrition. (Level 2 – 3)</li> <li>▶ Read books on gardening for plant care. (Level 3)</li> </ul> <p><b>Job Task Planning and Organizing</b></p> <ul style="list-style-type: none"> <li>▶ Plan where to place the garden (sunlight, shade, etc.). (Level 1)</li> <li>▶ Plan out the garden (size, plants, spacing). (Level 2 – 3)</li> </ul>	<p><b>Reading Text</b></p> <ul style="list-style-type: none"> <li>▶ Read memos with information about new procedures or policies. (NOC 1413 level 1)</li> <li>▶ Scan notes, letters, invoices and reports to determine where to file them. (NOC 1413 level 1)</li> <li>▶ Scan files to locate misfiled documents. (NOC 1413 level 1)</li> <li>▶ Review agendas for upcoming meetings to plan for items which will require your input. (NOC 1413 level 2)</li> <li>▶ Refer to the Information or Privacy Act or other pieces of legislation to learn the required retention period for various documents. (NOC 1413 level 3)</li> <li>▶ Refer to the Administrative Records Classification System (ARCS) or similar manuals which provide instructions on how to classify, file, retrieve and dispose of documents. (NOC 1413 level 3)</li> </ul> <p><b>Oral Communication</b></p> <ul style="list-style-type: none"> <li>▶ Interact with clients to receive instructions and clarify requests. (NOC 1413 level 1)</li> <li>▶ Speak with couriers when sending or receiving packages. (NOC 1413 level 1)</li> <li>▶ Co-ordinate work with other support staff within the section, or with other departments. (NOC 1413 level 2)</li> <li>▶ Discuss priorities and goals with supervisors. (NOC 1413 level 2)</li> </ul>	<p><b>Reading Text</b></p> <ul style="list-style-type: none"> <li>▶ Read work orders and notes from customers to clarify jobs. (NOC 9497 level 1)</li> <li>▶ Read instructions on powder coating containers. (NOC 9497 level 1)</li> <li>▶ Read Workplace Hazardous Materials Information System (WHMIS) labels which include the ingredients of products, warnings and instructions on what to do in an emergency. (NOC 9497 level 1)</li> <li>▶ Read notes from co-workers to get information about problems encountered in a previous shift. (NOC 9497 level 1)</li> <li>▶ Read electroplaters' catalogues and trade magazines to get ideas on new techniques, products and equipment. (NOC 9497 level 2)</li> <li>▶ Read city bylaws regarding effluent discharge to be aware of job-related environmental issues. (NOC 9497 level 2)</li> <li>▶ Read manuals dealing with electroplating and users' guides for powder coating. (NOC 9497 level 3)</li> </ul>

Most Important Essential Skills of Leisure/Home-based Activity	Records Management and Filing Clerks (NOC 1413)	Plating, Metal Spraying and Related Operators (NOC 9497)
	<ul style="list-style-type: none"> <li>▶ Conduct orientation sessions with, or make presentations to, new staff and administrators regarding the filing system used in the organization. (NOC 1413 level 2)</li> </ul> <p><b>Job Task Planning and Organizing</b></p> <ul style="list-style-type: none"> <li>▶ Records and file clerks perform repetitive tasks. They organize and plan their own job tasks based on information provided by supervisors and co-workers. They set priorities based on the immediacy of requests for files and the importance of the requests. They may encounter frequent interruptions, resulting in reprioritizing of tasks. (NOC 1413 level 2)</li> </ul>	<p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>▶ A piece of metal has been inadvertently dropped in the chemical bath. The piece could be burned during efforts to retrieve it or the concentration of the bath could be affected. Whenever the bath is contaminated in this way, check the state of the bath to make sure it is still effective. (NOC 9497 level 1) It is proving difficult to keep track of all the pieces in a customer's order. Check the work order for specific numbers and search all the places in the shop where pieces of metal may have been placed. (NOC 9497 level 1)</li> <li>▶ A plating job comes out with a poor quality finish. Check coating solutions to see if they should be replaced and inspect the racks on which the metal pieces were suspended. If there is no obvious problem to correct, ask the supervisor to call in expert help. (NOC 9497 level 2)</li> <li>▶ A colour did not turn out properly or some stains have appeared on the plated metal. Check for impurities which may have found their way into the tank. (NOC 9497 level 2)</li> </ul>

Most Important Essential Skills of Leisure/Home-based Activity	Records Management and Filing Clerks (NOC 1413)	Plating, Metal Spraying and Related Operators (NOC 9497)
		<p><b>Job Task Planning and Organizing</b></p> <ul style="list-style-type: none"> <li>▶ Plating, metal spraying and related operators complete job tasks as prioritized by supervisors. Since the process has little variation from job to job, operators' days tend to be routine. Although planning is very short range, focusing on minute by minute activities, the sequencing of tasks is important to completing the job correctly. Parts must be dropped into the electrolyte in the right order if they are to receive an even coating. Organizational skills are used to ensure that the correct sequence of activities is followed without fail. (NOC 9497 level 2)</li> <li>▶ Plating, metal spraying and related operators may be working on several jobs at once and must ensure that all pieces move through the process according to exact timings. Failure to follow the exact timings may result in damaged pieces. There are not frequent disruptions to their workday, but they may need to reprioritize tasks several times a week. (NOC 9497 level 2)</li> </ul>

## Labour Market Information

### 1413 — Records Management and Filing Clerks

People who frequently participate in gardening develop Essential Skills required of this occupation.

Records management clerks process, code, store and retrieve records and documents and apply retention and disposal schedules according to established policies and procedures. Filing clerks file papers, records, documents and other material according to subject matter or other filing systems. Records management and filing clerks are employed throughout the private and public sectors. This unit group also includes health records technicians, who maintain systems for the collection, storage, retrieval and retention of health information. Health records technicians are **employed by hospitals, clinics and other health care institutions.**

- ▶ aircraft records clerk
- ▶ file and classification clerk
- ▶ file clerk
- ▶ health records technician
- ▶ medical records clerk
- ▶ microfilm records searcher
- ▶ records classifier
- ▶ records clerk
- ▶ records filing-system clerk
- ▶ records management clerk
- ▶ technical records clerk

The employment prospects for this occupation were considered to be limited in the past and no current labour market information is available on this specific occupation. As with general office clerks, new technologies and office automation are allowing companies to do more with fewer workers.

Competition for this job with recent school-leavers will be high, but if an individual has computer skills, they will likely be more successful.

To be a health records technician, you need a two- to three-year college or other program in health records management and certification from the Canadian Health Record Association which allows you to work in all provinces/territories.

### 9497 — Plating, Metal Spraying and Related Operators

People who spend a frequent amount of time gardening develop Essential Skills that are required for this occupation.

This unit group includes workers who operate machines or equipment to deposit metallized substances on metal or other articles to provide decorative, protective or

restorative coatings. They are **employed by metal products manufacturing companies and by customized metal plating and coating shops.**

- ▶ anodizer
- ▶ electroplater operator
- ▶ galvanizer
- ▶ metal coater operator
- ▶ metal dipper
- ▶ metal electroplater
- ▶ metal spray operator
- ▶ sherardizer

The employment prospects for this occupation were considered to be limited in the past and no current labour market information is available on this specific occupation. New technologies have increased productivity and have allowed for fewer workers within this field. The retirement rate in this occupation is lower than average.

Potential employees will need to upgrade their knowledge of complex/computerized equipment. Experience in operating production machinery will also be of benefit.



## Fictional Case Study #1

People who frequently participate in gardening develop Essential Skills required to be a records management and filing clerk. Essential Skills used commonly in gardening and in this occupation include **Reading Text** and **Thinking Skills** (Job Task Planning and Organizing).

**Worker:**..... Alex  
**Job Title:**..... Office Clerk  
**NOC:**..... 1413 — Records Management and Filing Clerks  
**Leisure Activity:** ..... Gardening  
**Overlapping Essential Skills:** ..... Reading Text and Thinking Skills (Job Task Planning and Organizing)

### Alex's Story

Alex is 55 years old and had been working at one of the local automotive companies for the last 25 years. About two years ago he suffered a back injury which made it very painful to continue to work on the line and stand all day on the hard cement floors. Alex's doctor had suggested that he think about changing his job or he would just continue to hurt his back. Alex knew he had to make a few changes to improve his health and also to ensure he could continue to work on his gardens; something that he loved to do and was well known for around town.

During his time away from work, Alex spent some time attending career counselling sessions, participating in career decision-making workshops and doing as much research as possible. He then decided to upgrade his computer skills at a nearby college as he felt this would help his marketability. It took him about four months to complete the program, and he felt quite proud of himself when he completed.

After about a month of active job searching, Alex was offered a job as a parts and office clerk at a local industrial supply company. He was thrilled about his new job; especially that it did not involve standing all day long in one position. His job duties were varied and Alex was both excited and nervous about the change.

Alex's main role was to take orders that were faxed, emailed or called in by customers and to process the orders using the company's Internet ordering database. Alex often thought that reading all the orders that came in through fax and email was much like reading the gardening magazines and flyers he had read as a hobby for so many years. He was often scanning for information, pricing, quantities and styles of parts and/or supplies and was used to doing this sort of detailed work for himself when he was planning his gardens in the spring and learning about new flowers and plants. Since Alex spent years reading and following directions to make his gardens look the way they did, he found the task of taking the orders and reading through them for specific information quite familiar to him.



The other main duties Alex was responsible for were to maintain the office during the day while the sales team was out generating business. Alex was responsible for filing all the receipts, shipping orders and managing client files. Though Alex spent over 25 years working in an environment with job duties that, for the most part, stayed the same every day, he was skilled in arranging and sorting out the files and paperwork as the tasks were similar to his work creating and taking care of his gardens. The critical thinking skills Alex developed over the years of planning where plants should be placed and how he wanted his garden to look proved to help him in his new role as he was able to file all receipts, orders and client files in a logical and clear manner. It was a very new idea for him to be expected to plan his day based on priority with little direction from his supervisor; however, he adjusted to this new role with ease as he always enjoyed working independently on his gardens. For the first little while, Alex made 'to do' lists to ensure that he did not forget anything, but it did not take him long to remember his new duties and feel confident with them.

As stated, Alex was very pleased with his new job and he realized that the years he spent creating his beautiful gardens really provided him with the reading, planning, organizing and thinking skills that made him successful in his work transition.

## Fictional Case Study #2

People who spend a frequent amount of time gardening develop Essential Skills that are required for this occupation. Essential Skills used commonly in gardening and being a plating, metal spraying and related operator include Reading Text and Thinking Skills (Job Task Planning and Organizing).

**Worker:**..... Susan  
**Job Title:**..... Metal Coater Operator  
**NOC:**..... 9497 — Plating, Metal Spraying and Related Operators  
**Leisure Activity:** ..... Gardening  
**Overlapping Essential Skills:** ..... Reading Text and Thinking Skills (Job Task Planning and Organizing)

### Susan's Story

Susan is 46 years old and has spent that last 20 years at home raising her family. Due to some recent changes in her family's household income, Susan decided that she would start job searching. Though the idea of working outside the home was exciting to Susan, she felt very insecure and was worried about her skills and abilities. Besides focusing mainly on her family for the past 20 years, Susan enjoyed gardening and growing her own vegetables. This was something that she loved to do and she took a lot of pride in being able to provide organic and fresh food for her family. Susan was also busy being involved in many

activities within the community, including sitting on the town's horticultural committee, but she had not received a pay cheque since working at a clothing store many years ago.

Susan's friend had told her that a local plant was hiring part time for metal coaters. After getting assistance with updating her resume and cover letter, Susan applied and got the job. Susan was surprised at how physical the job duties actually were, but since she spent many hours in the garden, this sort of physical work did not bother her in the slightest. She actually enjoyed using the tools and spraying equipment.

Some of the other job duties that Susan was expected to do were to communicate with her managers and peers about her progress, record and maintain written information and reports regarding completed tasks, monitor and review information for specific metal types and sprays and to plan and organize job tasks based on the daily goals and priorities.

The position actually required a great deal of reading and following specific information to ensure accurate outcomes. At first, Susan felt very uncomfortable with this task and was worried that she would miss something or not follow the directions closely enough. Susan's friend and co-worker reminded her of all the years Susan had spent reading magazines, articles and books about gardening and following detailed directions to grow her own vegetables. She also reminded her that she was able to do this by reading and following directions on her own.

One of the job duties that Susan found she was fairly good at was prioritizing her daily work. She came up with a great system of sequencing her tasks to ensure that the quality of her work was above standard. This system was similar to the planning, organizing and thinking she would do as she started a new garden or a garden plan for the horticultural committee.

With each day that passed and the more familiar the job tasks became, Susan started to feel confident with her own abilities as a worker. She realized that though she had not been an employee for many years, she still maintained important skills like reading detailed information, scanning documents for specific procedures and being able to use critical thinking skills to plan and organize tasks. Susan quickly realized that her work as a full-time mother and her enjoyment of gardening and growing vegetables allowed her to transition to being an effective employee.