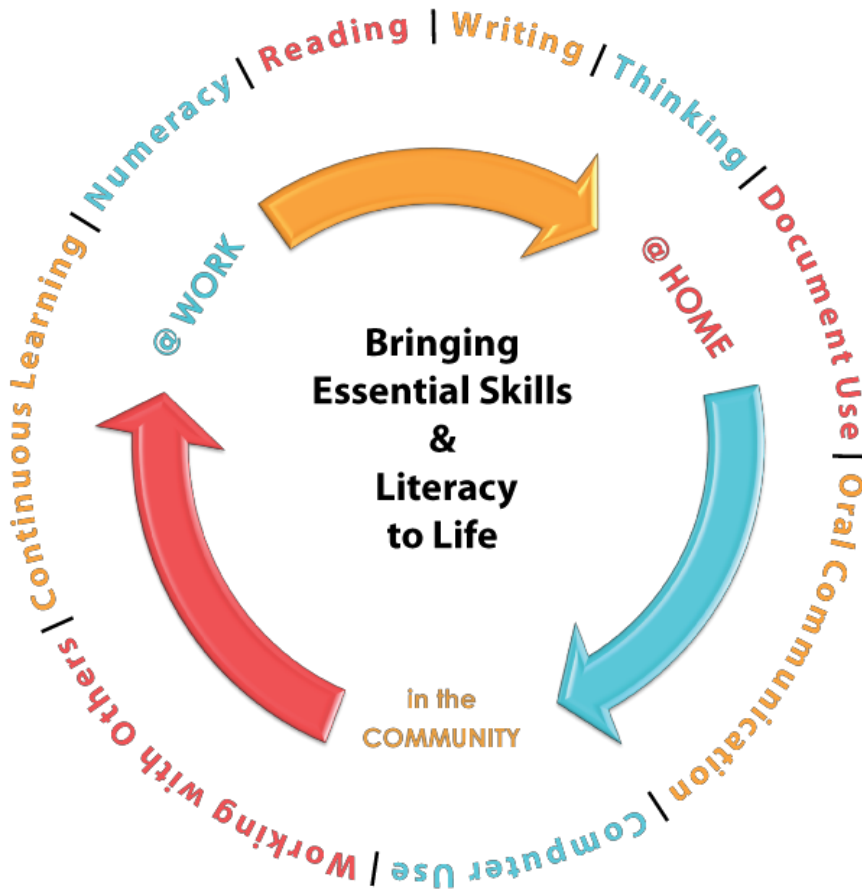


# The Nine Essential Skills:



**Essential skills** are the basic skills **necessary** in order to succeed at home, at work and in the community.

Essential skills are **foundational**: They make other learning possible, such as gaining technical skills or various workplace-specific skills needed on a job site.

Essential skills are **transferable**: Once developed, essential skills can be used in many different environments. Essential skills allow us to perform on-the-job tasks, help us become more **adaptable** to change, and enable us to be fully engaged in the world around us.

**Reading Text:** Reading notes, letters, memos, manuals, books.

**Document Use:** Using graphs, lists, blueprints, clocks, equipment gauges, maps.

**Numeracy:** Using numbers and thinking in quantitative terms.

**Writing:** Writing a letter, typing an email.

**Oral Communication:** Using speech to exchange thoughts and information.

**Working with Others:** Cooperating with people to carry out tasks.

**Thinking Skills:** Problem solving, decision making, planning and organizing.

**Computer Use:** Being comfortable with computers to a certain degree of complexity and variety.

**Continuous Learning:** The ongoing acquisition of skills and knowledge necessary to continuously grow.



**Introducing the SLN workshop:  
Intro to Essential skills**

For details, contact SLN:

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Build a cohesive team with

## Workplace Literacy and Essential Skills Programs.

Here are some tips:

- 1.** Create a learning environment: A safe and positive environment is one that values employees' existing skills.
- 2.** Recognize literacy needs: Almost 40% of Canadians struggle with literacy. Assess your organisation's use of space, signage and clear language to determine how best to enable employee's successful learning.
- 3.** Engage others in the vision: Supervisors play a vital role in encouraging employees to participate. Be sure management at all levels speak a unified message on the importance of workplace literacy and employee learning.
- 4.** Make a clear case for investing in workplace learning: Be ready for the challenge of balancing need with support.
- 5.** Make decision-making inclusive: Include representatives from all groups affected by the program to ensure buy-in.
- 6.** Design with the learner in mind: Ensure that program content and delivery are well-matched to the learning needs of the participants and the organization.
- 7.** Select the right instructor: Be sure the instructor encourages and engages learners and understands the needs of the workplace.
- 8.** Market and sell the program: Entice participants' enrolment by showing how their efforts will be valued.
- 9.** Encourage participation: Some adult learners have had negative experiences with formal learning. Encourage participants throughout the entire process.
- 10.** Evaluate programs realistically: Assess the program continuously and be ready to make improvements where necessary.



Literacy and essential skills are vital to the success and wellbeing of all Saskatchewan residents. For more information, please contact:

### **The Saskatchewan Literacy Network**

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*Literacy and learning for life*