



Essential Skills

Skills to Build On



Human Resources and
Skills Development Canada

Ressources humaines et
Développement des compétences Canada

Canada

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ESSENTIAL SKILLS

- are the skills needed for work, learning and life
- provide the foundation for learning all other skills
- enable people to evolve with their jobs and adapt to workplace change

THE NINE ESSENTIAL SKILLS

- Reading Text
- Document Use
- Numeracy
- Writing
- Oral Communication
- Working with Others

A Useful Framework

Validated during years of research, **Essential Skills** have been found to underpin all other skills. Not surprisingly, they are also required to some degree in almost every occupation. The Government of Canada has researched close to 200 occupations and developed profiles that explain how **Essential Skills** are used on the job.



LEARNING MATTERS

The changing workplace means increasing demands for skilled workers. To ensure Canada's success, it is important that individuals have the skills needed to stay and advance in their jobs. That is why the Government of Canada has introduced the **Essential Skills and Workplace Literacy Initiative**.

- Thinking Skills
- Computer Use
- Continuous Learning

The **Essential Skills and Workplace Literacy Initiative** encourages skills development by:

- increasing awareness and understanding of **Essential Skills**;
- supporting the development of tools and applications;
- building on existing research; and
- working with other Government of Canada programs.



A GOOD PLACE TO START

“Investing in people will be Canada’s most important economic investment.”

- Speech from the Throne (2004)

As the workplace continues to evolve, Canadians will need to make learning a permanent part of their everyday lives.

Employers can do their part by investing in workplace **Essential Skills** training.

Individuals can pursue **Essential Skills** upgrading in the workplace or community.

Educators and counsellors can integrate **Essential Skills** training into their classrooms.



THE PAYOFF

Investing in **Essential Skills** training will help Canada prosper by building a skilled and adaptable workforce.

Workers

- higher rate of employment
- reduces transition time between jobs
- supports job maintenance and promotion
- increases self-confidence and self-esteem

Employers

- improves safety and productivity
- helps individuals adapt to workplace change
- builds employee morale
- enhances communication and teamwork
- creates a more active learning culture

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