

## Workplace Essential Skills: Work Ready Checklist

Employers say they are looking for workers who have the following essential skills:

- Communicate and collaborate effectively  
*(Oral Communication, Writing, Working with Others)*
- Apply needed thinking strategies  
*(Thinking Skills: Job Task Planning and Organizing, Critical Thinking, Problem Solving, Decision Making, Finding Information, Significant Use of Memory)*
- Use digital technology responsibly and confidently  
*(Digital Technology)*
- Learn for work and adapt to change  
*(Continuous Learning)*
- Use workplace literacy and numeracy skills to complete workplace tasks accurately  
*(Reading, Document Use, Numeracy)*

For more information about each skill, refer to “The 9 Essential Skills” found at the end of the following checklist.

### Identifying Your Workplace Essential Skills

The statements in the following checklist describe the workplace essential skills in more detail. They are intended to help you identify your own essential skills. The three different coloured lights in the checklist are meant to indicate how confident you are with a statement that refers to you. Please read each statement and then check off the light you think applies to you.

<b>Green Light</b>	I am ready for the workplace.
<b>Yellow Light</b>	I need to improve on this skill.
<b>Red Light</b>	I need to develop this skill.

Workplace Essential Skills: Work Ready Checklist	Green Light	Yellow Light	Red Light
<b>Oral Communication</b>			
I speak clearly and directly, using words and body language appropriate for the workplace.			
I monitor and assess comprehension and, when needed, adjust how I present my message for better understanding.			
I have all the listening skills I need and, when required, use strategies such as questioning, paraphrasing, and summarizing to confirm my understanding of a message.			
I am confident in communicating with others to coordinate work, share information, or discuss issues.			
I am able to keep conversations moving forward in a positive and results-oriented way.			
<b>Writing</b>			
I can communicate clearly in writing using correct grammar, spelling, and punctuation.			
I use language, style, and structure appropriate for purpose and audience.			

*continued*

## Workplace Essential Skills: Work Ready Checklist *(continued)*

Workplace Essential Skills: Work Ready Checklist	Green Light	Yellow Light	Red Light
<b>Working with Others</b>			
I am comfortable working on my own and can also work collaboratively as a contributing team member.			
I am comfortable working in a diverse workplace, building positive and productive working relationships.			
I interact with others in a way that is considerate, is respectful of the roles of others, and contributes to positive and productive outcomes.			
I follow through on commitments.			
I deal with interpersonal conflict positively and appropriately.			
<b>Thinking Skills</b>			
I feel in control of my time and can maintain focus and effectiveness in a busy workplace environment.			
I can sequence my tasks and use of materials and equipment to be efficient.			
I take responsibility for ensuring tasks are completed to the quality required and within the timeline/deadline set.			
I use an analytical process to logically think through situations in order to come up with appropriate and timely decisions and to stay safe at work.			
I am comfortable taking initiative to resolve potential problems and am able to recognize when additional support is required.			
I listen and observe actively so I can decide the best way to act on what I've heard and seen.			
I can explain my thinking to others in a way that is clear, accurate, logical, and complete.			
I am confident I know how and where to find information I need to get my work done.			
I can accurately remember information and work processes and procedures.			

*continued*

## Workplace Essential Skills: Work Ready Checklist *(continued)*

Workplace Essential Skills: Work Ready Checklist	Green Light	Yellow Light	Red Light
<b>Digital Technology</b>			
I have the basic skills for operating digital technology devices and software.			
I use digital technology in a responsible manner.			
I am able to adapt easily to the introduction of new digital technology and software.			
<b>Continuous Learning</b>			
I have a clear understanding of my skills and abilities and take responsibility for learning what I need to learn to carry out my work.			
I take initiative to learn what I need to learn in order to adapt to change.			
I am comfortable I can adapt and transfer my knowledge, skills, and abilities to new situations.			
<b>Reading</b>			
I can read and understand workplace documents such as work instructions, safety materials, and policy and procedure manuals.			
I match the appropriate reading strategy to the task: skimming, scanning, and reading for detail.			
<b>Document Use</b>			
I am able to locate and use information found in lists, tables, graphs, diagrams, etc.			
I am able to record numbers accurately and fill in information needed for checklists, forms, receipts, etc.			
<b>Numeracy</b>			
I can use basic measurement tools to take correct measurements.			
I have the numeracy skills I need to make workplace calculations.			
I can analyze numbers to identify trends and potential problems.			
I can make reasonable estimates for size, weight, quantities, time for tasks, etc.			
I am confident I have the math skills I need to make informed and effective decisions about financial matters.			

## The 9 Essential Skills

<b>Oral Communication @ Work</b>	Talking with others to give and exchange information and ideas, such as to provide explanations, ask and answer questions, clarify, coordinate, make requests, persuade, negotiate, etc. This can be done in person, by telephone, and with other communication devices.
<b>Writing @ Work</b>	Using the written word to create a clear message, whether it's a short note, a few paragraphs, or a longer written piece.
<b>Working with Others @ Work</b>	Leading, coordinating, or collaborating with others on work activities.
<b>Thinking @ Work</b>	Using a thinking process to solve problems, organize and plan, find needed information, be logical, remember things, and make decisions. Thinking skills include: job task planning and organizing, critical thinking, problem solving, decision making, finding information, and significant use of memory.
<b>Digital Technology @ Work</b>	Using information and communication technology.
<b>Continuous Learning @ Work</b>	Applying strategies that support workplace learning and the ability to adapt to change.
<b>Reading @ Work</b>	Reading and understanding written information in the many different types of workplace documents, such as work instructions, emails, safety and health bulletins, and policy and procedure manuals.
<b>Document Use @ Work</b>	Finding and using the information you need and putting in information where it is needed. Icons, labels, lists, tables, forms, graphs, signs, maps, gauges, images, schedules, touch screens, and technical drawings are examples of documents or information displays used in a workplace.
<b>Numeracy @ Work</b>	Using numbers and thinking mathematically to measure and make calculations, estimate, work with money, analyze trends, and create schedules and budgets.