



ALBERTA WORKFORCE ESSENTIAL SKILLS

Do your employees need workplace essential skills training?

Workplace essential skills audit

Did you know that productivity or health and safety issues at work might come down to skills gaps? This is good news because training is available.

Use this short form to do a quick essential skills audit at your workplace. Think about the tasks, communication requirements, and documents specific to your environment.

For a tailored needs assessment or for training, email AWES at admin@awes.ca

Symptoms of workplace essential skills gaps:

- High turnover and absenteeism
- Low productivity and motivation
- Resistance to change
- Accidents
- Incidents
- Near misses
- Mistakes
- Waste
- Conflict
- Low morale
- Missed deadlines
- Miscommunications
- Misunderstandings



Doing well: Workers use and perform this skill well

Need training: You have noticed performance gaps in workers

Don't use it: The skill is not needed for your workplace

OUR WORKPLACE ESSENTIAL SKILLS	Doing well	Need training	Don't use it
Reading			
Read and understand workplace documents: emails, memos, signs, operating manuals, regulations, contracts, policies, procedures, or OHS information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make few or no mistakes when following clearly written instructions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review and complete daily paperwork, electronically or on paper.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Find information from lists, schedules, tables, graphs, maps and diagrams, blueprints, or clocks. Read and interpret production reports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing			
Write short notes and emails that are clear, concise, accurate, and appropriate for the audience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Write shift reports and incident reports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Adapted from: <https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html>

	Doing well	Need training	Don't use it
Numeracy			
Do basic math calculations. Take correct measurements. Perform conversions between imperial and metric units.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use formulas to complete calculations. Analyze numbers to find patterns and trends. Estimate for size, weight, quantities, time for tasks, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make few or no mistakes when conducting financial transactions such as handling cash, preparing bills, or making payments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adaptability			
Change workplans to meet new deadlines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learn and adapt to new tools and technologies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaboration			
Contribute to and participate in teams.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support the work of others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respect differences and respond to conflict constructively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem solving			
Use initiative, ask questions, and seek clarification.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identify the source of problems and evaluate options.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Find information to answer questions and accomplish work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication			
Ask questions and understand meaning through verbal and non-verbal cues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speak clearly and concisely to give information and communicate feedback and requests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognize and respect different perspectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital			
Use various digital devices to complete tasks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Navigate web pages and conduct web searches.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicate online.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Know how to be safe online.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learn and gain skills online.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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