

Do your employees need workplace skills training?

Skills for Success 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 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, contact AWES: info@awes.ca

Benefits of skills training:

- Less turnover and absenteeism
- Higher productivity and motivation
- Less resistance to change
- Fewer accidents, incidents and near misses
- Fewer mistakes
- Reduced waste
- Less conflict
- Higher morale
- Fewer missed deadlines
- Improved communications



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 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.	☐	☐	☐
Make few or no mistakes when following clearly written instructions.	☐	☐	☐
Review and complete daily paperwork, electronically or on paper.	☐	☐	☐
Find information from lists, schedules, tables, graphs, maps and diagrams, blueprints, or clocks. Read and interpret production reports.	☐	☐	☐
Writing			
Write short notes and emails that are clear, concise, accurate, and appropriate for the audience.	☐	☐	☐
Write shift reports and incident reports.	☐	☐	☐

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.	☐	☐	☐
Use formulas to complete calculations. Analyze numbers to find patterns and trends. Estimate for size, weight, quantities, time for tasks, etc.	☐	☐	☐
Make few or no mistakes when conducting financial transactions such as handling cash, preparing bills, or making payments.	☐	☐	☐
Adaptability			
Change workplans to meet new deadlines.	☐	☐	☐
Learn and adapt to new tools and technologies.	☐	☐	☐
Collaboration			
Contribute to and participate in teams.	☐	☐	☐
Support the work of others.	☐	☐	☐
Respect differences and respond to conflict constructively.	☐	☐	☐
Problem solving			
Use initiative, ask questions, and seek clarification.	☐	☐	☐
Identify the source of problems and evaluate options.	☐	☐	☐
Find information to answer questions and accomplish work.	☐	☐	☐
Communication			
Ask questions and understand meaning through verbal and non-verbal cues.	☐	☐	☐
Speak clearly and concisely to give information and communicate feedback and requests.	☐	☐	☐
Recognize and respect different perspectives.	☐	☐	☐
Digital			
Use various digital devices to complete tasks.	☐	☐	☐
Navigate web pages and conduct web searches.	☐	☐	☐
Communicate online.	☐	☐	☐
Know how to be safe online.	☐	☐	☐
Learn and gain skills online.	☐	☐	☐

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