

Workplace Skills Reality Sampler

Essential Skill	Application
Reading Text	Reading Health and Safety manuals. Reading the fire alarm procedures or standard operating procedures.
Document Use	Reading blueprints or schematics.
Numeracy	Handling cash, calculating measurements and analyzing financial statements.
Writing	Accurately completing forms and composing and responding to email messages.
Oral Communications	Asking for clarification from a manager regarding a work order. Expressing ones views and opinions in a concise manner.
Working with Others	Working collectively with members of a team in order to finish a project.
Thinking Skills	Solving problems, making decisions, and planning and organizing tasks. Taking the initiative to make suggestions for process improvement.
Computer Use	Using computers to meet business needs such as using email and software to prepare reports and presentations.
Continuous Learning	Quickly adapting to the changing nature of the workplace that can occur with new technology, processes and restructuring.

Adapted from Essential Skills: Linking Employee Skills to Your Bottom Line. Hamilton Training Advisory Board, March 2008.