

### 1. READING

Reading is the ability to read and comprehend written information that may be found in various workplace documents. These documents may include: instructions, emails and memos,

health and safety manuals, policies, and reports. This skill is used to scan documents for information and overall meaning, evaluate the information, and integrate information from multiple sources.

### 2. DOCUMENT USE

Document Use is the ability to find and use information written in a document, as well as input information as needed. Examples of documents you may use in the workplace are: graphics, labels, lists, spreadsheets, forms, graphs, signs, maps, gauges, schedules, schematics, and technical drawings.

### 3. NUMERACY

Numeracy is the ability to use numbers and think mathematically. This skill includes the ability to measure and make calculations, estimate figures, work with money, analyse numerical trends, and create schedules and budgets.

### 4. WRITING

Writing is the ability to use clear and concise language to create messages. This also includes non-paper-based writing such as typing on a computer. Writing skills are used to organize, record, and document information, as well as to persuade, request, and justify.

# 9 THE ESSENTIAL SKILLS

Essential Skills are the foundational skills required for learning, work, and life. They are used in different combinations, in different applications, in every occupation.

### 5. ORAL COMMUNICATION

Oral Communication is the ability to converse with others - providing and exchanging information and ideas. This skill includes asking questions, giving directions, coordinating work tasks, explaining, and persuading.

### 6. WORKING WITH OTHERS

Working With Others is the ability to lead, coordinate, or collaborate work activities with others. This skill is used when you work as a member of a team or jointly with a person, as well as in supervisory or leadership activities.

### 8. DIGITAL TECHNOLOGY

Digital Technology is the ability to use information and communication technology. This skill includes computer use for the workplace or personal tasks, as well as operating a smart phone or cash register. Examples may include word processing, spreadsheets, web browsing, and email.

### 9. CONTINUOUS LEARNING

Continuous Learning is the ability to develop and apply strategies that support learning, as well as the ability to adapt to change. This skill is used when you learn from regular work and co-workers, as well as when you receive training on-site/off-site from the workplace.

### 7. THINKING

Thinking is the ability to problem-solve, plan and organize, find information, analyse situations, memorize, and make decisions. This skill is used in the process to solve problems, plan and organize your workday and schedule, research, and make decisions.



Essential Skills Manitoba

Ensure you Succeed!

## MEET ESTHER SKILLIS



Esther Skillis is ESM's Facebook identity dedicated to supporting participants through their occupational journey. Through Esther's Essential Skills Community group, you can connect with fellow participants and ESM staff, as well as view program information and updates, training and employment tips, and success stories!

Once attending an ESM assessment or training program, you can add Esther Skillis as a friend on Facebook, and she will invite you to join the Essential Skills Community.

## Essential Skills for the Workplace

Essential Skills assessments and training programs are based on the skills required to be successful in the workplace. Using Essential Skills-based assessments, ESM can measure your current Essential Skills and provide specific recommendations for you to upgrade your Essential Skills.



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# CAREER LAUNCHER

## 5-DAY ESSENTIAL SKILLS ASSESSMENT

CAREER LAUNCHER is a five-day Essential Skills assessment that identifies your current Essential Skills. The assessments cover all nine Essential Skills and include paper and pen/pencil assessments integrated into an activity-packed week. You will have the opportunity to demonstrate all of your current Essential Skills through these activities and assessments.

You will also learn about Employability Skills and Personal Management Basics (PMBs). These skills will also be observed and may also be identified on your Report Summary, along with your Essential Skills.

# SNAPSHOT

## 1-DAY ESSENTIAL SKILLS ASSESSMENT

SNAPSHOT is a one-day Essential Skills assessment that provides an overview or “snapshot” of your Essential Skills to support meaningful career-planning discussions between you and your advisor.

You will have the opportunity to demonstrate all of your current Essential Skills through assessments and activities. Please note that the assessments are not pass/fail, but an indication of your current Essential Skills.

# REACH FORWARD

## ESSENTIAL SKILLS TRAINING and EMPLOYABILITY & LIFE SKILLS DEVELOPMENT

REACH FORWARD is a 14-week, full-time program that provides training in Employability, Life Skills, and Essential Skills. All training and activities used in the program will reflect real workplace documents, situations, and practices. The training is based on your needs and will be related to the Essential Skills required for your chosen occupation.

### JOB SHADOW EXPERIENCE

During the program, you will have the opportunity to experience a three-day job shadow placement and a five-day work experience. You will get to observe and experience a work environment related to your chosen occupation.

### CERTIFICATIONS

During the 14-week program, you will be given the opportunity to earn the following certifications:

- WHMIS (Workplace Hazardous Material Information Systems)
- Manitoba Health Certified Food Handler
- PHIA (Personal Health Information Act)

# WHAT'S NEXT?

## REPORT SUMMARY and THE PATHWAY

Upon completion of the assessment, a Report Summary identifying your Essential Skills will be developed and forwarded to you and the appropriate contact based on your referral. And based on your results and recommendations by the assessor, the appropriate contact may register you for Essential Skills upgrading through ESM's Essential Skills Training or Reach Forward program.

You may be referred to:

### Training and Employment Services (TES)

If you are referred to TES, you will be given an appointment to meet with one of the following:

- **Career Development Consultant (CDC)** to discuss your occupational-goals and the supports (such as training) you may need to move forward.
- **Pathway Support Unit (PSU)** to discuss your occupational-goals and focus on your job search with a Labour Market Service Advisor (LMSA).

### Employment & Income Assistance (EIA)

If you are referred to EIA, you will be recommended to arrange an appointment with your EIA Case Coordinator (CCO) to discuss the steps you will need to move forward.

### Other Organizations

Upon your request, a copy of your Report Summary can be forwarded to another organization or contact.

# ABOUT US

Essential Skills Manitoba (ESM) was established in 2012 to provide Essential Skills services that specialized in the needs of individual Manitobans, keeping in mind specific priority demographics and multi-barriered clients. Essential Skills assessments and training responses are identified and delivered as part of the Sustainable Employment Pathway which responds to a continuum of client needs. The Sustainable Employment Pathway is structured to take a client successfully from low Essential Skills levels to successful employment.

ESM provides in-depth Essential Skills assessment and training against client goals as a result of referrals from partners such as Training and Employment Services and Employment and Income Assistance. ESM does this by providing constructive, asset-based feedback to participants, instructors, counsellors, and other partners. Targeted Essential Skills training is then designed and delivered based on the identified Essential Skills gaps of the participants. Essential Skills Manitoba services are available regionally throughout Manitoba.

For more information, visit us at: [esmanitoba.ca](http://esmanitoba.ca)



“I think I have a better chance on following through with my goal, now that I have a better idea of how to achieve it.”

“I now feel that I have some tools and tips in my “toolbox” that I didn't have before and a base on how to begin gaining a stronger self-confidence.”

# ESSENTIAL SKILLS TRAINING

ESSENTIAL SKILLS TRAINING provides you with the Essential Skills needed to progress towards your occupational-goal. The Essential Skills you will develop in this program are transferable skills required in every workplace.

Your lessons will focus specifically on the Essential Skills you need, giving you the opportunity to accelerate your progress towards your occupational-goal. By upgrading these skills, your career and education options will expand.

This program is largely self-directed and provides one-on-one support as needed. Course material can be tailored to each participant and their chosen occupation.

Essential Skills Manitoba assesses and teaches Essential Skills up to Level 3, based on the Essential Skills profiles available from Employment and Social Development Canada.

## HOW TO REGISTER ASSESSMENTS

There are three ways to register for the Snapshot and Career Launcher assessments:

- speak with your Employment and Income Assistance Case Coordinator;
- speak with your Training and Employment Services Career Development Consultant;
- or you can register by calling 204-282-9980.

## TRAINING PROGRAMS

Prior to enrolling in Essential Skills Training or Reach Forward, you will need to complete an Essential Skills assessment and then be referred by your Employment and Income Assistant Case Coordinator or your Training and Employment Services Career Development Consultant.

