

## Introducing a validated program to understand and manage Essential Skills

There are **extensive resources** that are now available to you— **free of charge**. The Association of Canadian Community Colleges (ACCC) and its member colleges have extensive on-line and print based resources to help employers, workers, and workplace trainers benchmark and strengthen their level of Essential Skills.

These resources focus on all nine Essential Skills:

- **Reading Text**
- **Document Use**
- **Writing**
- **Numeracy**
- **Oral Communication**
- **Thinking Skills**
- **Working with Others**
- **Computer Use**
- **Continuous Learning**



*Essential Skills make your business work*

## Learn more about Essential Skills now!

Find out the **latest information** on Essential Skills, job profiles and how to address the human resource issues you face.

Visit: [www.hrsdc-rhdcc.gc.ca](http://www.hrsdc-rhdcc.gc.ca) or call Bow Valley College at (403) 410-3100

Or contact your local community college:

The Essential Skills Research Project and Essential Skills are a major national initiative of Human Resources & Skills Development Canada (HRSDC) and others including the Association of Canadian Community Colleges.



[ACCCLogo]

## Introducing Essential Skills



**The skills needed to make your business go forward**



*Essential Skills are the basic tools of business*

## Essential Skills are needed every day

Essential Skills are the **foundation for learning other skills** enabling employees to **evolve with their jobs, adapt to workplace change, and work safely**.

They are essential in **every occupation**; needed to operate machinery, read memos and bulletins, understand policy manuals, and communicate effectively with co-workers.

They impact the performance of every employee **continually, every day**.

## With adequate Essential Skills, employees are assets

Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine Essential Skills. Research shows that workers with adequate Essential Skill levels are **more productive and have better workplace safety records**.

If your employees don't understand numbers, how to use workplace documents or read effectively, their **productivity will suffer**.

When workers lack oral communication or thinking skills they will not be able to work effectively as a team.

## The benefits of Essential Skills: productivity and profitability

Understanding Essential Skills and incorporating them into your workplace practices enables you to:

- Increase productivity
- Improve workplace safety
- Adopt new technologies faster
- Improve capacity for learning
- Enhance communication and teamwork
- Provide hiring practices
- Target staff training practices

Essential Skills help your company work **productively and safely** as a team, so you **progress faster** and are more **profitable**.



*Make your business competitive with Essential Skills*