



Essential Skills for Success @ Work



ALL Manitoba Employers say they are looking for workers who:

- Communicate and Collaborate (work with others);
- Apply Thinking Skills;
- Use Digital Technology;
- Learn all the time at work & home; and
- Use their Foundation Skills (reading, document use, numeracy).



What does this mean?

Let's break it down....

Communication & Collaborate

- Speak clearly and directly, using appropriate language at the workplace;
- Use correct spelling, grammar and punctuation;
- Apply teamwork skills to a variety of situations as appropriate;
- Follow through on commitments; and
- Address conflict positively and appropriately.



Apply Thinking Skills

- Management of your time and work within job parameters;
- Take responsibility to ensure tasks are completed to the quality required and the timeline/deadline set;
- Maintain focus and effectiveness in a busy work environment; and
- Listen well and observe positive actions.





Use Digital Technology

- Have the basic skills for operating digital technology devices and software;
- Use digital technology in a responsible manner;
- Follow a practical thinking process for resolving issues with digital technology; and
- Adapt to introduction of new technology and software.



Learn For Work

- Take responsibility for and be self-directed in your learning;
- Choose and use the appropriate learning strategy for a particular situation; and
- Participate actively in training opportunities.

Use Foundational Skills

- Understand written text to the level needed to complete the work tasks required;
- Being able to skim, scan and read for details;
- Locate and interpret information and numerical data correctly and accurately; and
- Have the numeracy skills to the level needed to complete work tasks specific to the job.





What **qualities** will make a person **successful** in the 21st century?

- Ability to **adapt**;
- To be **creative or create**;
- To be **innovative**; and
- Be able to **understand and respect** all aspects of the business and/or organization you work in, manage, lead or own.



Workplace Education Manitoba

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