

Essential Skills

Government of Canada

Current Essential Skills 2020:

- 1. Reading 2. Writing 3. Document Use 4. Numeracy 5. Oral Communication
- 6. Thinking 7. Working with Others 8. Digital Technology 9. Continuous Learning

Step 1 – Go to the following link:

http://www.jobbank.gc.ca/es_all-eng.do

The title will say *Explore Careers by Essential Skills*

Step 2 – Search for an occupation. Type in the occupation title of your current co-op placement.

Type in one or two words and different suggestions will pop up. Chose the closest thing that you can find to your job title.

Step 3 – Click on your job. If you work in a store, you would probably be a Retail Sales Associate.

Step 4 – Select **4 Essential Skills** that you believe are most important for this occupation (there are 9 to chose from) and give 3 examples of how each skill is applied in the workplace. Put the examples into your own words.

Occupation _____

Essential Skill _____

How this skill is applied in the workplace:

1.

2.

3.

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