

# Analyzing your current workplace education challenges

Below is a list of specific questions that will help you to identify, in general terms, whether your organization currently has potential literacy issues. If you answer "yes" to one or more of these questions, you should consider further assessment to determine what the specific areas of deficiency and key issues are.



- Are there employees who turn down promotions or increased responsibilities?
 

Yes      No
- Are there employees who do not want to try new positions or job opportunities?
 

Yes      No
- Are there employees who resist change/progress and would prefer to continue doing things the same way?
 

Yes      No
- Are there employees who avoid training opportunities or who do not participate or join in well during training sessions?
 

Yes      No
- Are there employees who have difficulty with training or workplace materials/paperwork when the majority of employees do not?
 

Yes      No
- Are there employees who need to have information explained to them orally when it is provided in a written format?
 

Yes      No
- Are there employees who have difficulty understanding workplace signage, charts and diagrams?
 

Yes      No
- Are there employees who have difficulty doing the math/numerical parts of their jobs – ie. Calculations, arithmetic, reading graphs or charts?
 

Yes      No
- Are there employees who routinely do poorly on written tests, assessments or paperwork but who can clearly explain orally when asked?
 

Yes      No







# Preparing your organization for tomorrow

2. Based on this new vision, list the things that will change from your current situation:

- new products, services and markets

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- new technologies, processes and methods

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- automation and computer usage

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- productivity improvements

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- quality improvements

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- other issues

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3. For each of these changes to occur, what are the new skills that will be required?

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*(Source: Business Results Through Literacy, Canadian Manufacturers and Exporters' Handbook)*



Connect with resources to help you empower your employees, increase your competitive advantage and create a more vibrant and engaged workforce.

Contact ABC Life Literacy Canada at [abclifeliteracy.ca](http://abclifeliteracy.ca) for more information.

