

Essential Skills Activities for the Workplace

The Government of Canada describes the nine essential skills as the skills needed for work, learning and life. They are: reading, document use, numeracy, writing, oral communication, working with others, thinking, computer use and continuous learning.

Here are nine ways to incorporate the essential skills into your workplace:

Reading – Bring in some magazines and newspapers and leave them in the lunchroom for people to read during break time.

Document use – Update your personnel information with the HR office, either in-person or online.

Numeracy – Have the finance or accounting department show people the details of a budget.

Writing – Write a letter of recognition about a colleague who has done great work.

Oral communication – Explain to someone in another department what you do at the organization.

Working with others – Play a fun team-building game that helps people learn to work better together, such as a relay or scavenger hunt.

Thinking – Distribute a riddle or puzzle and ask people to give their answers by the end of the day.

Computer use – Try a computer program you've never used before.

Continuous learning – Sign up for a course, whether it is to develop skills for the workplace (management course) or their personal life (cooking class).