Essential Skills Assignment

There are 9 essential skills that employees are encouraged to be proficient at if they are to succeed in the work place. These skills are transferred into a school setting and may even be handy at home. The 9 skills are as follows:

Reading
Document Use
Writing
Numeracy
Oral Communication
Working with Others
Continuous Learning
Computer Use
Thinking

Assignment:

You have already completed a fill in the blank assignment documenting your level of mastery of each skill. Now I would like you to pick 3 skills that you feel you need the most at your co-op placement.

1. From the Essential Skills list above, select 3 skills that you feel you need the most at your placement.
2. Describe how you use each skill. What specific tasks do you do that use this type of skill? How is this skill used by you?
3. Describe why it’s important at your work place (why is it important for employees to have this skill for the business and what they do?)