

# Co-operative Education 120

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Hello Asia, Austin, Brandon, Calvin, Chloe, Emelia, Harley, Jayda, Logan, Tyler, and Valery! I hope you are all settling into a nice home learning routine, following guidelines to stay safe, and keeping your minds and bodies active. If you are experiencing difficulties at this time, please email me at the address above and I can set you up with help.

So last week I mentioned that many of you are building “soft skills” while working so much during this pandemic and although we covered some of them during our in-class time, we certainly did not cover all of these skills. If you remember, soft skills are basic abilities required in virtually all occupations. You may sometimes hear them referred to as employability skills or **essential skills** or transferable skills because they are applied in most types of jobs. In Canada, employers look to hire people who possess these skills, sometimes more than technical skills, because these make an employee work effectively, learn faster and fit well into a company.

**Reading skills:** understanding text such as notes, letters, books, memos, manuals, journals, specifications, reports, and regulations.

**Document use:** information use which requires understanding spatial arrangement and meaning. For example, understanding and using maps, schematics, and labels.

**Numeracy:** involves doing calculations, money math, budgeting, and accounting.

**Writing:** filling out forms, communicating using memos, letters, emails, signs etc.

**Oral communication:** a part of this is listening and is vital for getting along in the workplace. It involves the ability to use speech to give and exchange thoughts and information.

**Working with others:** involves sharing information, organizing, and collaborating.

**Thinking skills:** involves problem solving, decision-making, critical thinking, job task planning and organization, significant use of memory and finding information.

**Computer use:** involves the ability to operate computerized devices at work; also includes adapting to new computers and software.

**Continuous learning:** involves knowing your learning style, how to acquire information, being flexible, progressing and improving yourself all the time.

- This Government of Canada website has self-assessments for each skill. <https://www.canada.ca/en/employment-social-development/programs/essential-skills/tools.html>
- This Skills Canada site explains each skill further and offers a workbook for each of the skills. Lots of information here! <https://www.skillscompetencescanada.com/en/essential-skills/resources/>
- Did you check out the Essential Skills App on the site above? I have it on my phone...after all, Continuous Learning is essential!

Lots of good information on these sites. Enjoy!



Have a great week, talk soon 😊