



## Now and Tomorrow Excellence in Everything We Do

### Skills and Employment Office of Literacy and Essential Skills

# Literacy and Essential Skills Tools

The Office of Literacy and Essential Skills has developed a series of free and easy-to-use tools to help address literacy and essential skills challenges.

The **Literacy and Essential Skills Tools** help employers, learners, and practitioners take action on literacy and essential skills.

#### The tools can help:

#### EMPLOYERS

Increase employee performance and retention.

#### LEARNERS

Improve self-confidence and job satisfaction.

#### PRACTITIONERS

Deliver more effective literacy and essential skills interventions (e.g. training).

Order the tools individually or the complete series on DVD.

## The Literacy and Essential Skills Tools offer support in three key areas:

### ASSESSMENT

Use these tools to better understand the literacy and essential skills strengths and weaknesses of an organization, or of an individual.

#### Examples of assessment tools:

- a **needs assessment** that identifies skill strengths and weaknesses within an organization
- a **hiring checklist** to determine if a candidate demonstrates the literacy and essential skills required for a position
- a series of computer-scoreable **assessment questions** that provide an indication of skill levels
- paper-based **assessment questions** for different essential skills

### LEARNING

Use these tools to improve literacy and essential skills levels.

#### Examples of learning tools:

- **tip sheets and practice exercises** to improve literacy and essential skills
- **passports and portfolios** to track an individual's skill development
- techniques and practice exercises to improve **problem solving** skills

### TRAINING SUPPORTS

Use these tools to support the delivery of literacy and essential skills training.

#### Examples of training supports:

- a **7-step guide** on how to develop literacy and essential skills training for the workplace
- a list of ideas on how to incorporate literacy and essential skills **training activities** into the workplace

Literacy and Essential Skills—  
*for **LEARNING, WORK and LIFE***

For more information on the Literacy and Essential Skills Tools, visit [hrsd.gc.ca/essentialskills](https://hrsd.gc.ca/essentialskills).