



People • Partnerships • Knowledge

Office of Literacy and Essential Skills

# Literacy and Essential Skills Toolkit

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 Toolkit** supports employers, learners, and practitioners in taking action on Literacy and Essential Skills.

## The toolkit 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).

**The toolkit can be customized to include the tools you need most!**

## The Literacy and Essential Skills Toolkit offers 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 Toolkit, visit [hrsdc.gc.ca/essentialskills](https://hrsdc.gc.ca/essentialskills).