



People • Partnerships • Knowledge

Skills and Employment

# Office of Literacy and Essential Skills

## Training Activities

*This tool is designed to help employers incorporate essential skills into workplace training. Activities that focus on each of the nine skills are provided. They can be used in formal or informal training to help employees improve their essential skills.*

*The activities are suggestions. Employers are encouraged to modify them or develop new activities that are tailored to the specific needs and goals of their organization.*

### Instructions:

1. Identify which essential skills you would like your employees to improve.
2. Choose one or two of the suggested activities or develop new activities.
3. Decide where, when and how the activities will be incorporated (e.g. existing or upcoming training courses).
4. Incorporate the activities.

### Helpful Tips:

- Include the activities in other workplace events, such as meetings or team-building sessions.
- Use the activities as warm-up or icebreaker exercises.
- Incorporate authentic workplace materials from your organization to enhance the connection between the activities and the workplace (e.g. manuals, regulations, graphs, timesheets, surveys).
- Support a peer-learning environment by encouraging employees to work with co-workers in order to complete the activities. Employees have different skill strengths and can learn from each other.
- Refer to the Essential Skills Profiles ([hrsdc.gc.ca/essentialskills](https://hrsdc.gc.ca/essentialskills)) to identify the most important essential skills for employees in a particular occupation.
- Use the *Essential Skills Workplace Check-up* to determine which essential skills employees feel are the most important for their jobs.

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

To learn more about literacy and essential skills and other related tools, visit  
[hrsdc.gc.ca/essentialskills](https://hrsdc.gc.ca/essentialskills).

