



Improve your Essential Skills with SkillsPlus

Read with better understanding

⇒ Instructions ▪ Memos ▪ Course work

Write clearly

⇒ Memos ▪ Paragraphs ▪ Letters ▪ Resumes ▪ Emails ▪ Reports

Use numbers more easily

⇒ Add, subtract, multiply, divide ▪ Calculators ▪ Bills and invoices ▪ Fractions and decimals (money) ▪ Percentages (discounts, taxes) ▪ Measures and weights

Communicate better

⇒ Express yourself ▪ Leave or take messages ▪ Deal with difficult customers
▪ Improve customer service skills

Use documents

⇒ Read labels and lists ▪ Enter information on forms ▪ Understand graphs and charts

Think it through

⇒ Identify and solve problems ▪ Plan and organize ▪ Find information ▪ Make decisions

Use computers

⇒ Search the internet ▪ Send emails ▪ Understand computer terms
▪ Print and scan ▪ Create documents

Work with others

⇒ Work independently ▪ Work with a partner or helper ▪ Work in a team

Learn all the time

⇒ As part of your regular job ▪ From co-workers ▪ Through training at work
▪ Through courses ▪ From the internet, magazines, product information sheets

Courses

⇒ FoodSafe ▪ WHMIS (Workplace Hazardous Materials Information System)

⇒ *Or tell us what training you want!*



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