



Improve Your Essential Skills at Work

The SkillsPlus project is a free training program that gives you the chance to improve your Essential Skills at work. You can choose whether or not to participate and your information will be kept private and confidential.

What are Essential Skills?

Essential skills are reading, writing and math. They also include using documents (filling out forms) and computers, talking and working with other employees, problem solving skills and learning.

Why should I work on my Essential Skills?

Today's workplaces are changing constantly – from computer programs to machinery. To keep pace, it's important to improve our skills a little every day.

What will Essential Skills training do for me?

Employees who participate in Essential Skills programs say they have:

- more confidence
- improved job satisfaction and overall quality of life
- better chances for promotion
- higher incomes over the course of their working life

How does it work?

A training schedule will be created that works for you and your employer. The location and time will be decided by you and your teacher. Training sessions could be arranged at your worksite or at another location, either during work hours or at another time.

Money may be available for childcare and transportation – just ask us.

Your teacher:

Helen Thomas – Helen has been an adult educator for more than 20 years. She believes any learner can enjoy success, given the right approach, time and encouragement. She will begin by asking you what skills you want to work on.

Project staff:

Álvaro Moreno – Álvaro will be working closely with your employer to improve Essential Skills in your workplace.

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