



Getting Ready with Workplace Essential Skills

Essential Skills are the skills that are required to complete all workplace tasks. Getting Ready with Workplace Essential Skills covers critical skills such as problem-solving, decision making, and the ability to understand what is being asked or is required, all of which are essential for workplace success. In the workplace, developing these skills makes it easier to complete tasks such as determining what the requirements are for a new refrigerator motor that workers will need to manufacture.

Here are the module topics in the Getting Ready Unit:

- Analyze Tasks
- Analyze Questions
- Locate Information
- Validate Solutions

Being able to use these four strategies, alone and in combination, will provide the foundation needed to effectively complete workplace tasks that also require reading, document use and numeracy skills.

Learners will earn badges when they complete a topic area.

