



Essential Skills Worksheet

Essential Skills of a(n) _____

Reading Text: (*I read policy manuals so I can follow the rules*)

Document Use: (*I complete intake forms for new clients to get them into our system*)

Numeracy: (*I make change when customers buy my ice cream*)

Writing: (*I write e-mails to notify my coworkers about a meeting*)

Oral Communication: (*I ask my boss questions to make sure I understand my assignment*)

Thinking: (*When I have a problem I consider my options and then make a plan*)

Working with others: (*I coordinate work schedules so everyone can attend a meeting*)

Computer Use: (*I write an e-mail to a client and give her some good news*)

Continuous Learning: (*I take an evening class to improve my report-writing skills*)