

Now Hiring Hamilton: Workforce Development and Retention Strategies for SMEs

Skills & EDI in the Workplace



This Employment Ontario project is funded in part by the Government of Canada and the Government of Ontario.

Skills for Success (Essential Skills) in the Workplace

Skills for Success (formerly referred to as Essential Skills) are the foundational skills that are needed for success in everyday life. These include:

- work
- school and training programs
- activities in your community

Throughout our daily activities we use some combination of the Skills for Success. Some skills we use on their own and some overlap depending on the situation.

Skills for Success are not just for workers - employers, training providers, and governments use them as well.



9 Skills for Success in the Workplace

1.

Adaptability



Your ability to adjust to expected or unexpected changes. When changes happen, you're still able to stay on track and stay focused on the goals you've set out for yourself.

★ NOW ★
HIRING
HAMILTON

2.

Collaboration



Contributing and supporting others to reach shared goals. Our workplaces and communities are more diverse than ever. We have to work as a team to solve problems and build relationships.



3.

Communication



The ability to understand information, share ideas and interact with others. Communication is important for understanding instructions, helping customers, problem solving and building relationships with co-workers.



4.

Creativity & Innovation



Your ability to imagine new ideas and create unique solutions to problems. We may use this skill to find new and better ways of doing things. A curious mindset will help develop this skill.



5.

Digital



As more of our lives use digital technology, the ability to use it will be key. We may use this skill to create, navigate, and share information or content. You'll need these skills more and more in workplaces in the future.



6.

Numeracy



The way you understand and use numbers. This skill goes beyond solving math problems. It also involves everyday tasks like creating budgets, making sense of statistics, and estimating costs.



7.

Problem Solving

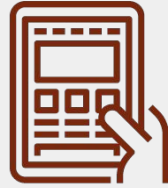


The ability to make decisions and figure out how to address a problem. Problem solving is key to making the right decisions to reach your goals. We use previous problem-solving experiences to solve new problems.

★ NOW ★
HIRING
HAMILTON

8.

Reading



Your ability to find, understand and use information in things like forms, articles, and reports.



9.

Writing



The ability to share information and ideas. Writing is critical to a lot of different situations. Knowing how to write in different styles for different audiences is also important. Writing is used for a variety of tasks like emails, reports, and for filling out forms or applications.

★ NOW ★
HIRING
HAMILTON

Equity, Diversity & Inclusion (EDI) Considerations in the Workplace

- Most employers have taken steps to actively promote a more diverse and inclusive work environment
- Large number of employers who have not yet turned their attention to EDI
- 62% of job seekers indicated they would turn down a job if they did not feel that diversity and inclusion was valued by the organization
- A workplace that does not encourage diversity and inclusion can result in isolation and adverse treatment for members of marginalized communities
- *Ontario Human Rights Code or Canadian Human Rights Act protection*



Strategies to Enhance EDI in the Workplace

Clear Commitment from Senior Leadership

Honest and Open Communication with Employees

Routine Discussions/Meetings

Policies

Training (including Onboarding)

Promptly Dealing with Issues Impacting EDI



As workers,

It's vital to know which skills are required for different job tasks. This allows you to match your skills to the job. You may find that only some of your skills match the job.

As Employers,

The skills you are looking for should be clear and defined for workers and potential workers. By communicating which skills are needed, workers will have a clearer idea of what is required. Having a prepared and well-trained workforce can make a real difference to your bottom line.



Adult Basic Education Association

Do your workers need skills upgrading? Or maybe you have questions on how to define these skills for your workers?

Contact us!

As the adult learning network in Hamilton, the **Adult Basic Education Association** can connect you with education programs and services that your workers may need.

905-527-2222

email@abea.on.ca



Special thanks to our speakers:

Wade Poziomka

*Partner, Human Rights Lawyer
Ross & McBride LLP
wpoziomka@rossmcbride.com*

Michael Abedo

*Education Pathway Planner
Adult Basic Education Association (ABEA)
905-527-2222
email@abea.on.ca*

