

Workplace Essential Skills

Train today for tomorrow's opportunities

Today's labour market is facing change. Maximizing the skills and resources of New Brunswickers ensures the competitive edge, innovation and efficiency needed to lead businesses into a prosperous future.

The Government of New Brunswick recognizes the important role that all New Brunswickers play in achieving our goal of self-sufficiency.

Employers and employees must work together to ensure that we develop the essential skills to better position New Brunswick for continued economic growth. Today's employees require enhanced knowledge, skills and flexibility to respond to changing labour demands. The success of your business and our province's economy depends on it.

Workplace Essential Skills training— enhancing the assets of your workplace

The Department of Post-Secondary Education, Training and Labour has collaborated with business, industry, community and labour organizations to introduce Workplace Essential Skills (WES) training. This training promotes the development of a highly adaptable workforce.

Training is customized to respond to the specific needs of your work environment and your employees. Newly learned skills can be applied immediately, with visible results.

“At Fundy Drywall, we believe that everybody can learn and grow through education. I also know not all lessons can be taught; some have to be lived. Workplace learning in organizations can provide these opportunities and enable anybody.

We provided training in leadership and communication skills to our supervisors. WOW! What a difference it makes when you empower a person to be successful.

For example, Fundy Drywall implemented a safety program in 2005 without much success. In 2008, we provided training to our supervisors. Twelve months later, we got our program certified, and we are happy to report that we are still improving.”

Mario Allain, employer

What are workplace essential skills?

Workplace essential skills are the foundational skills necessary for success in any job. Essential-skills training can help your business respond to changes in New Brunswick's labour requirements.

On-site training is customized to identify labour-force gaps and assist with workforce recruitment, retention and adaptation.

There are nine essential skills:

- reading;
- writing;
- numeracy;
- oral communication;
- document use;
- computer use;
- thinking skills;
- continuous learning; and
- working with others.



Delivering WES to you

No matter where you are in New Brunswick, there is a WES team ready to:

- assess your workplace needs;
- develop customized training that reflects the distinct needs of your employees;
- provide the resources for quality instruction;
- offer continued support throughout training; and
- measure the achievement of your training objectives.

Employer contributions

As part of the partnership, contributions made by the employer may include:

- representation on a project team that initiates, coordinates and monitors training;
- time during the workday for employees to attend training;
- provision of program space; and
- access to materials used in the workplace.

WES delivers results

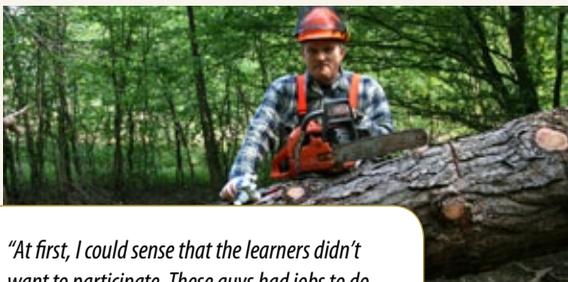
WES serves the interests of management, staff and the overall organization. Your workplace will benefit from:

- positive strategies for building a stronger workplace culture;
- safer and more adaptable working environments;
- greater collaboration through stronger management/labour relations;
- employees with stronger academic skills;
- employees who are better prepared and willing to participate in further training;
- a greater capacity to recruit and retain staff;
- staff with greater mobility within your organization;
- employees who feel that they can contribute more and are more confident;
- employees who are comfortable using technology; and
- staff with improved team skills.



"This program helped me greatly to understand behaviors due to different generations' mentalities. Today, I'm more professional working with employees, and the outcome is that both parties are much more satisfied and happy. I learned the importance of sharing with the employees our goals and milestones to achieve success."

**Jacques Bourgoin, learner,
Leadership and Communication class**



“At first, I could sense that the learners didn’t want to participate. These guys had jobs to do, and training was pretty low on their priority list. After a year, they have started to experience the benefits of training and now ask for more.”

Denise Allain Martin, instructor



WES helps your bottom line

Improves quality

Improving quality results in a more positive workplace culture. Examples of quality improvement include employees being able to: identify and answer questions from customers and co-workers; interpret facts; and identify options to solve problems as they occur.

Improves health and safety

WES training helps employees understand and use all health and safety materials and procedures. Training results in fewer accidents and time lost due to injuries.

Increases employee engagement

WES training helps employees understand and use company processes, communication channels and workplace expectations.

Recruitment and retention

WES leads to a more satisfied and valued worker. Studies reveal that offering training to employees dramatically influences retention, thereby decreasing costs associated with turnover.

Increased employee confidence

Opportunities for increased responsibility and promotion are noticeable outcomes when employee confidence rises.

Increased productivity

Investing in WES training results in positive employee responsiveness to change, decreased absenteeism and a decrease in time lost as a result of accidents.

Are you ready to take the next step to become more successful in New Brunswick? Contact us to find out what WES can do for your workplace.

Workplace Essential Skills Program

www.gnb.ca/post-secondary

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