

Skills for Success / Essential Skills Tools and Resources

SKILLS	SECTOR/ OCCUPATION	RESOURCE DESCRIPTION	HYPERLINK	ORGANIZATION
Adaptability Motivation Attitude Accountability Presentation Time Management Stress Management Confidence	General	UP Skills for Work - Workshops, downloadable workbooks	https://upskillsforwork.ca/	ABC Life Literacy Canada UP Skills for Work
Adaptability/Continuous Learning Collaboration/Working with Others Communication/Oral Communication Creativity and Innovation	General	Employability Skills Assessment Tool A tool to support individuals who face multiple obstacles to employment examining personal behaviours impacting employment and job maintenance, helps define strategies for dealing with behavioral obstacles.	https://futureworx.ca/employability-skills-assessment-tool/	
ALL	General	Links to a range of Assessments and Training Tools	https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools.html	Skills for Success, Employment and Social Development Canada 
ALL	Aboriginal	Links to a range of Essential Skills tools and resources for Indigenous Persons	https://fimesip.ca	First Nations, Inuit and Métis Essential Skills Inventory Project (FIMESIP)
ALL	Skilled Trades	Essential Skills Resources for Students, Educators, Parents, and Industry	https://www.skillscanadanb.com/essential-skills	Skills Canada New Brunswick - Essential Skills
ALL	General	Video playlist of 9 Essential Skills.	https://skillscanadanl.ca/programs-events/essential-skills/	Skills Canada Newfoundland and Labrador
ALL	General	The 9 Essential Skills, Skills for Life and Job Search Resources	https://essentialskillsquebec.com	Essential Skills Quebec
ALL	General	LEARN Quebec Literacy Working Group (QLWG) Skills for Life Series. 30 hands-on competency-based adult learning resources range from Getting My Driver's License to Managing my Money.	https://www.learnquebec.ca/qlwg-skills-for-life	Learn Quebec
ALL	General	Essential Skills Resources for Job Searchers	https://www.theworkingcentre.org/essential-skills/228	The Working Centre, Ontario
ALL	Trades	Skills for Success Information	https://www.skillscanadasask.com/index.php?option=com_content&view=article&id=303&Itemid=596	Skills for Success, Skills Canada, Saskatchewan
ALL	Employers	Resources for Employers Essential Skills Training	https://alis.alberta.ca/tools-and-resources/resources-for-employers/workplace-essential-skills/	Alberta alis
ALL	Trades	Presentations and Workshops Skills Club	https://www.skillsyukon.com/programs	Skills Competencies Canada, Yukon
ALL	Trapper Community Health Representative Heavy Equipment Operator ECE Environmental Underground Mine Worker	Essential Skills at Work in the North Study Guide	https://www.nwtliteracy.ca/sites/default/files/resources/essential_skills_at_work_v2.pdf	Essential Skills at Work in the North, Study Guide
ALL	Accounting	Facilitator's Guide Overview and Orientation	http://atwork.settlement.org/downloads/atwork/stic/ac_fac_guide_full.pdf	 Ontario Council of Agencies Serving Immigrants
ALL	Engineering	Facilitator's Guide Overview and Orientation	http://atwork.settlement.org/downloads/atwork/stic/eg_fac_guide_full.pdf	 Ontario Council of Agencies Serving Immigrants
ALL	Healthcare	Facilitator's Guide Overview and Orientation	http://atwork.settlement.org/downloads/atwork/stic/he_fac_guide_full.pdf	 Ontario Council of Agencies Serving Immigrants
ALL	Deaf Workers	Resources for deaf learners Essential Skills for Work, Learning and Life	http://essentialskillsdeafliteracy.ca/resources	
ALL	Construction	Essential Skills Publication resources for teachers and tools for learners <ul style="list-style-type: none"> Controlling Complexity: An Introduction to Question Structure Developing Work-related Learning Materials Document Use at Work Numeracy at Work Numeracy Rules Kit Numeracy Rules Pocket Guide Oral Communication on the Job: A Practitioner's Guide Reading at Work: Workplace Reader Reading at Work: Facilitator's Guide Thinking Strategies for Numeracy: A Practitioner's Guide Writing at Work 	www.skillplan.ca	
ALL	General	Essential Skills Investigation (ESI) video 1	http://vimeo.com/14220366	Urban Spirit Foundation
ALL	General	Essential Skills Investigation (ESI) video 2	http://vimeo.com/14222996	Urban Spirit Foundation
ALL	General	Essential Skills Investigation (ESI) video 3	http://vimeo.com/14223542	Urban Spirit Foundation
ALL	Choose from 14 General Occupations	Lesson Plans Facilitator Guides Assessment, Learning and Instructional Tools 25 ready-to-go lesson plans for various occupations and activities that illustrate how Essential Skills can be used with a variety of ESL students. They are all downloadable as pdf documents. 11 sample Exit Assessments you can use in the classroom to evaluate if a learner has the appropriate language to perform specific job tasks.	https://www.language.ca/resources/expertise/essential-skills/	Centre for Canadian Language Benchmarks

ALL	General	Workplace Informal Learning Matrix (WILM) Matrices 2006	http://en.copian.ca/library/learning/matrices/cover.htm	Centre for Education and Work
ALL	General	Essential Skills Assessments for foundational skills, such as reading, writing, numeracy, digital skills, and problem-solving. And success traits	https://www.essentialskillsgroup.com	Essential Skills Group
ALL	General Students Job Seekers Employers	Virtual Library hosts a variety of Essential Skills tools, learning resources and publications . Search Essential Skills.	http://library.copian.ca/	COPIAN, Connecting Canadians in Learning Online Library
ALL	Teachers Learners Job Seekers Employment Specialists	Variety of Assessments, Learning and Instructional Tools Interactive Learning Resources Learning Activities Linked to Essential Skills and Work Habits Skills Zone - Essential Skills Games	http://www.skillszone.ca/	
ALL	General	Offers variety of technical and foundational skills training Digital Technology Work Core Skills Reading and Math, and more	https://edu.gcfglobal.org/en/	
ALL	General	Offers a variety of learning tools and resources for literacy	https://www.nwtliteracy.ca/nwt-literacy-council	Northwest Literacy Council
ALL	General	ESL training tool Following a picture process dictionary approach The English You Need for the Office introduces vocabulary for talking about 56 daily office activities, focusing on verbs as the main building blocks for communication.	http://www.esl.net/the_english_you_need_for_the_office.html	ESL.net
ALL	General	Skills for Today's Workforce Links to online tools and resources to help develop workplace skills, personal skills, life skills, math skills and study skills. Communication skills include resume writing, report writing, grammar, interviewing, speaking and presenting.	http://www.khake.com/page3.html	Vocational Information Center
ALL	Job Seekers Newcomers Workers	Variety of tools for Career Planning such as Adult Back to School Planner & Resources for Mature Students	https://alis.alberta.ca/tools-and-resources/content/products/adult-back-to-school-planner/	Aberta alis
ALL	Trades	Essential Skills Mobile App offering Essential Skills Assessment and Activities	https://mobile-app.skillscompetencescanada.com/index.php?l=e&o=y	Skills Competencies Canada
ALL	Learners	Up Skills for Work helps learners develop key employability and life skills through free workshops and downloadable workbooks .	https://upskillsforwork.ca/	UP Skills for Work
ALL	Instructors	Signposts Curriculum Guide A curriculum guide supporting instructors working with learners who are preparing to enter the workforce. Supporting low-skilled learners, it provides ideas, and guidance for instruction.	https://ptp.ca/national-outreach/assessment-and-learning-tools/curriculum-guidelines/	
ALL	General	Activate Learning Literacy program focused on supporting and empowering the unique population of Newfoundland and Labrador. The program aims to improve the number of training opportunities for adult learners, employees, and workplaces on the following topics: • Employability and life skills • Health literacy • Financial literacy	https://abcactivatelearning.ca/	ABC Life Literacy Canada
ALL	General	The ABC Skills Hub is an online learning portal that offers asynchronous, at-home delivery of ABC Life Literacy Canada's many adult literacy programs.	https://abcskillshub.ca/	ABC Skills Hub
ALL	General	Provides access to links and a variety of curriculum	http://www.skillsyouneed.com/numeracy-skills.html	Skills You Need
Collaboration/Working with Others	General	UP Skills for Work - Teamwork The ability to work well as part of a team is a very important skill. This workbook explores why teamwork is important, how to handle conflict with coworkers and how to improve teamwork skills.	https://upskillsforwork.ca/wp-content/uploads/2019/06/ABC-UpSkills-Workbook-5-Web.pdf	UP Skills for Work
Communication/Oral Communication	Facilitators	Reference Lesson Plans	http://www.edu.gov.on.ca/eng/studentsuccess/thinkliteracy/files/Oral.pdf	
Communication/Oral Communication Collaboration/Working with Others Problem Solving/Thinking	Employees Employers	Paving the Way to Lasting Employment A Manual and 12 Interactive Training Videos focusing on the 'softer' Essential Skills intended to bridge soft skills gap employers may have identified within their businesses.	http://www.en.copian.ca/library/learning/paving_the_way/paving_the_way.pdf	
Communication/Oral Communication Document Use Numeracy Reading Writing	Employers Assessments Instructors	The workwrite series Instructional workbooks with lesson plans and a wide array of authentic workplace documents	http://ptpcompass.ca/the-camera-system/the-workwrite-series/	
Communication/Oral Communication Document Use Reading Writing	ESL Students	ESL-based website. Vocabulary, pronunciation, listening, reading	http://www.manythings.org/	ManyThings.org
Communication/Oral Communication Document Use Reading Writing	ESL Students	Online learning, practice tests ESL-based website, listening and vocabulary	https://www.esl-lab.com/	Randall's ESL Cyber Listening Lab
Communication/Oral Communication Numeracy	Employers Assessments Instructors	Assessment - CAMERA PTP's proprietary Communications and Math Employment Readiness Assessment (CAMERA)	https://ptp.ca/national-outreach/assessment-and-learning-tools/camera-assessment-system/	
Communication/Oral Communication Reading Writing	General	Canadian Language Benchmarks English as a Second Language for Adults October 2012 Edition - 209 pages	https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/pub/language-benchmarks.pdf	Centre for Canadian Language Benchmarks
Digital Skills/Computer Use	General	Instruction to build a website By Wanda Wigglebits	https://wigglebits.com/	wigglebits.com

Digital Skills/Computer Use	General	Computer Tutorials	https://www.anniston.lib.al.us/computerinternettutorial.htm	Public library of Anniston-Calhoun County online resources
Digital Skills/Computer Use	For individuals with disability	Volunteer led training for Computer Comfort & Digital Jumpstart • Free computer skills tutoring • A great starting point to develop basic computer skills • Learning at your pace, with lesson plans based on your needs • A comfortable and supportive learning environment • Ongoing technical support	https://www.neilsquire.ca/individual-programs-services/computer-comfort/	Neil Squire
Digital Skills/Computer Use	Adult Learners	Digital Literacy Lesson Plans	https://youthteachingadults.ca/resources/	ABC Life Literacy Canada
Digital Skills/Computer Use	Manufacturing	Skills in Action offers training for workers in manufacturing and coaching for employers wishing to upskill employees in manufacturing	https://www.digitalskillstraining.ca/	Skills in Action
Document Use Numeracy Reading	60 trade related occupations	Essential Skills Assessment, Learning and Instructional Tools Online Assessment Link: Register online, Video instructions for the assessment, the occupation outline and assessment report	https://ita2.essentialskillsgroup.com	
Document Use Numeracy Reading	General	Assessment and Learner Practice -How do your skills Measure Up? Test your skills Practice Explore Careers Workbooks	http://www.skillplan.ca/measure-up/	
Document Use Numeracy Reading	General	Essential Skills Indicator Assessments	https://www.canada.ca/en/employment-social-development/programs/essential-skills/tools/online-indicator.html	 Employment and Social Development Canada Emploi et Développement social Canada
Document Use Numeracy Reading Writing	Job Seekers Newcomers Workers	Workwrite Series Instructional workbooks focusing on the functions and features of workplace documents. Aimed at engaging adults in understanding and using documents they will encounter in most entry-level jobs.	https://ptp.ca/national-outreach/assessment-and-learning-tools/workbooks/	
Document Use Numeracy Reading Writing	Trades	Essential Skills Workbook for Trades (with answer guide) Workbook with a variety of exercises to help you practice your reading, writing, numeracy, and document use abilities.	https://www.canada.ca/en/services/jobs/training/initiativlearning-tools/workbooks/	 Government of Canada Gouvernement du Canada
Numeracy	General	Real World Math – Comprehensive 40-hour course with free certificate	https://learn.saylor.org/course/view.php?id=38	Saylor.org Academy
Numeracy	General	Practice/Lessons	https://www.khanacademy.org/	Khan Academy
Numeracy	General	Practice/Lessons	https://edu.gcfglobal.org/en/topics/math/	GCFLearn Free - Math
Numeracy	Teachers	Variety of games, worksheets and tools for math teachers	https://visualfractions.com/	Visual Fractions
Numeracy	Teachers	Math Worksheets and other resources	https://www.edhelper.com/	edhelper.com
Numeracy	Teachers Parents Students	Tutoring for students and tools and math resources for teachers, parents, and students featuring free math worksheets, math games, math flashcards, and more.	https://www.varsitytutors.com/aplusmath	Varsity Tutors
Numeracy	General	Activate Learning Workshop - Numeracy	https://abcactivatelearning.ca/wp-content/uploads/2020/08/AL-ABC-EssentialSkills-Workbook-3-Numeracy.pdf	ABC Life Literacy Canada - Activate Learning Workshop
Numeracy	General	Numeracy Self-Assessment Assess your ability to use and understand numbers.	https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/numeracy-self-assessment.html	 Government of Canada Gouvernement du Canada
Numeracy	Employers	Numeracy indicator: A guide for employers Assessment tool for employers to learn more about the numeracy skills of their employees. It gives an indication of skill levels by providing level 1 and 2 assessment questions.	https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/numeracy-indicator.html	 Government of Canada Gouvernement du Canada
Numeracy	Trades	Trades Math Workbook Numeracy workbook with questions and learning material to help you practice your numeracy skills.	https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/trades-math.html	 Government of Canada Gouvernement du Canada
Numeracy Reading Writing	Employers Assessments Instructors	Communications and Math Employment Readiness Assessment (CAMERA) A series of standardized tests that provide information about a person's abilities to manage workplace communications and	http://ptpcompass.ca/the-camera-system/	
Numeracy Reading Writing	General	Skillswise A collection of free videos and downloadable worksheets to help adult learners improve their reading, writing and numeracy skills.	https://www.bbc.co.uk/teach/skillswise	

Problem Solving/Thinking Skills	Employees Learners	Problem Solved! A guide for employees and learners Guide designed to support employees and learners who want to practice and improve their problem-solving skills. Includes various activities and worksheets.	https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/problem-solved-employees-learners.html	 Government of Canada Gouvernement du Canada
Problem Solving Listening/Speaking Creativity Leadership Teamwork	Instructors	Gives instructors an array of resources for building essential skills. Easily benchmark learners against the Skills Builder Universal Framework, access lessons, projects, display materials and track students' progress.	https://hub.skillsbuilder.org/start/	Skills Builder Hub
Reading	General	Lesson Plans Resources Guides	http://www.arbforadults.ca/	Alberta Reading Benchmarks for adults
Reading	General	Curriculum Lesson Plans • Free collections of fiction and nonfiction are sorted by grade levels and topics. • Guiding questions and assessment questions are available.	https://www.commonlit.org/en/library	Commonlit
Reading	General	Practice/Lessons Quizzes • English Maven is American content, but some intermediate reading materials are appropriate for general interest.	https://www.englishmaven.org/Pages/Reading%20Comp	English Maven
Reading	General	Practice/Lessons • PDF Reading comprehension, sentence correction, punctuation.	https://englishforeveryone.org/	English for Everyone
Reading	General	Practice/Lessons • Read a variety of current events from around the world on a number of topics. • Each text is graded for specific levels and is accompanied with various exercises to test and improve reading comprehension. Beginner to Advanced.	https://breakingnewsenglish.com/	Breaking News English
Reading	General	Practice/Lessons • Reading Exercises	https://continuingstudies.uvic.ca/elc/studyzone	University of Victoria -Study Zone
Reading	General	Practice/Lessons • Provides material ranging from beginner to advance level readers.	https://learnenglish.britishcouncil.org/skills/reading	British Council Learn English
Reading	General	Curriculum Healthcare Workers • 175 reading materials are intended for intermediate readers. • A countdown timer is available for each reading section.	https://www.reading4healthcareworkers.com/	Southwest Adult Basic Education
Reading	Students	Unit Plans Lesson Plans Family Stories	http://www.tenement.org/education_lessonplans.html	Tenement Museum
Reading	General	Speed Reading	https://www.mindtools.com/speedrd.html	MindTools
Reading	General	A Handbook of Effective Instruction in Literacy Downloadable 79-page handbook - chapters 1-5	https://literacy.kent.edu/Oasis/Pubs/handbookTOC.html	Kent State University - Timothy Rasinski and Nancy Padak (1995)
Reading	General	Strategies to improve foreign text reading Foreign Language Speed Reading	http://www.ababasoft.com/speedreading/foreign_language_reading.html	ababasoft.com
Reading	General	Reading helps us find information and communicate with others. This workbook talks about how and why we read and key strategies that can improve reading skills.	https://abcactivatetelearning.ca/wp-content/uploads/2020/04/AL-ABC-EssentialSkills-Reading.pdf	ABC Life Literacy Canada
Reading	General	Reading Self-Assessment Assess your ability to understand text written in sentences or paragraphs.	https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/reading-self-assessment.html	 Government of Canada Gouvernement du Canada
Reading	Employers	Reading indicator: A guide for employers Assessment tool for employers to learn more about the reading skills of their employees. It gives an indication of skill levels by providing level 1 and 2 assessment questions.	https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/reading-indicator.html	 Government of Canada Gouvernement du Canada
Reading Writing	Teachers Students	Pearson English Courses, assessments and resources for teaching and learning - anytime, anywhere	https://www.pearson.com/english/	Pearson
Reading Writing	General	Vocabulary Building Workbook This workbook is designed to help you improve your vocabulary. It includes 24 lessons with a variety of exercises to help you learn new words commonly used in the Canadian workplace.	https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/vocabulary.html	 Government of Canada Gouvernement du Canada
Writing	General	Practice/Lessons General Writing High Level 2+ • Writing and Editing: Word Choice and Word Order (approximately 18 hours)	https://www.coursera.org/learn/writing-editing-words	Coursera.org
Writing	General	Practice/Lessons General Writing High Level 2+ • Writing and Editing: Structure and Organization (approximately 15 hours)	https://www.coursera.org/learn/writing-editing-structure	Coursera.org
Writing	General	Practice/Lessons Business Writing High Level 1 and Level 2 + • 13 hours to complete and provides basic building blocks to develop writing skills.	https://www.coursera.org/learn/writing-for-business	Coursera.org
Writing	General	Practice/Lessons Professional Writing High Level 2+ • In this course, you will learn how to analyze your audience so that you can write prose which is both clear and persuasive. • You will practice writing common business documents, such as emails, memos, proposals, and presentations. You will also learn how to effectively edit the documents for maximum impact. • The site offers free course completion certificate if they sign up as a student and complete assessments. Registration is easy and participants can sign up for other courses as well.	https://learn.saylor.org/course/view.php?id=56	Saylor.org
Writing	General	Practice/Lessons	https://www.linkedin.com/learning/grammar-foundations/	LinkedIn Learning Level 1 Grammar Foundations 2h 11m
Writing	General	Practice/Lessons	https://www.linkedin.com/learning/advanced-grammar	LinkedIn Learning Level 2+ Advanced Grammar 2h 8m
Writing	General	Tutorial	https://www.niu.edu/writingtutorial/grammar/index.shtml	NORTHERN ILLINOIS UNIVERSITY- Effective Writing Practices Level 2+

Writing	General	Practice/Lessons All levels • Focus on common mistakes in grammar.	https://chompchomp.com/menu.htm	Grammar Bytes
Writing	General	Practice/Lessons • A classic but most comprehensive grammar site with quizzes.	http://guidetogrammar.org/grammar/index.htm	Guide to Grammar and Writing
Writing	General	Practice/Lessons Level 1+	https://elt.oup.com/student/practicegrammar/?cc=ca&se language=en	Oxford Practice Grammar
Writing	General	Practice/Lessons University of Victoria -Study Zone ESL Focused Level 1+ Grammar: • Each grammar topic contains lessons and exercises so add it as a part of the self-directed activities and ask the participants to record the topics they have successfully completed.	https://continuingstudies.uvic.ca/elc/studyzone	University of Victoria - Study Zone
Writing	General	Practice/Lessons • Quizzes, tests, exercises and puzzles to help ESL learners.	http://www.5minuteenglish.com/grammar.htm	5 Minute English
Writing	General	Practice/Lessons	http://a4esl.org/	Activities for ESL students
Writing	General	Practice/Lessons English Grammar Tests • 5-minute English • Collection of a variety of grammatical topics in quiz format.	https://www.learnenglishfeelgood.com/esl-english-grammar-exercises.html	Learn English Feel Good
Writing	General	Lesson Plans Curriculum Level 2+	https://owl.purdue.edu/owl/purdue_owl.html	Purdue Online Writing Lab
Writing	General	Tutorial • Grammar and punctuation references with self-assessments	https://www.niu.edu/writingtutorial/organization/index.shtml	NORTHERN ILLINOIS UNIVERSITY- Effective Writing Practices Tutorial
Writing	General	Better Business Writing in English • The Coursera course will take about 14 hours to complete. • Reviewing materials are free. Facilitator should be providing feedback on their work.	https://www.coursera.org/learn/business-writing-english	Coursera.org
Writing	General	Free Guides •PDF downloadable booklets as well as a grammar quiz section is available.	http://www.plainenglish.co.uk/free-guides.html	Plain English Campaign
Writing	Facilitators	Reference	http://www.writeforward.ca/	
Writing	Teachers	Educator Resources	https://www.lacnyc.org/ed-resources.html	Literacy Assistance Centre
Writing	General	Plain English virtual courses	http://www.plainenglish.co.uk/	Plain English Campaign
Writing	Students	WritingDEN is designed for students Grades 6 through 12 seeking to improve their English reading, comprehension, and writing skills. WritingDEN is divided into three levels of difficulty: Words, Sentences and Paragraphs.	http://www2.actden.com/writ_den/index.htm	WritingDEN
Writing	General	Guide to Grammar and Writing • Word and Sentences Level • Paragraph Level • Essay and Research Paper Level • Ask Grammar, Quizzes, Search Devices • Peripherals and PowerPoints • GrammarPoll, Guestbook, Awards	http://guidetogrammar.org/grammar/index.htm	Capital Community College Foundation
Writing	General	Homework Help - Writing Skills resources	https://www.infoplease.com/homework-help/writing-grammar	Infoplease
Writing	General	Plain Train Online Language Training Program Helpful tips and techniques for improving your communication skills with the use of plain language.	http://www.lisibilite.net/PlainTrain/	Plain Train Online Language Training
Writing	General	Writing Self-Assessment Assess your ability to get an idea across by arranging words, numbers and symbols, whether on paper or a computer screen.	https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/tools/writing-self-assessment.html	 Government of Canada Gouvernement du Canada