

Workplace Essentials

Training Solutions and Resources



emerit Workplace Essentials helps develop transferable skills—skills that are the building blocks that all occupations are based on. Transferable skills are crucial as they provide the foundation that people need to be successful in the workplace and for further learning. Employers identify a good attitude as necessary for workers in order to be successful in learning other skills and in performing their jobs.

While the learning material in Workplace Essentials is applicable to any industry, customized programming is available for a variety of sectors including **healthcare, general labour, tourism & hospitality and remote camp services.**

Workplace Essentials resources from *emerit* include three skill categories, covering 14 major skills areas:

- Have a positive attitude
- Show responsibility
- Show adaptability
- Take responsibility for learning
- Value safety
- Use communication skills
- Use numeracy skills
- Use computers & other technology
- Manage information
- Use thinking skills
- Work with others
- Show job search skills
- Show knowledge of organization & sector
- Serve organization's customers professionally

These skills include detailed knowledge and performance requirements for over 97 specific tasks.

Candidates who successfully complete the proctored multiple choice exam will be awarded the Workplace Essentials Certificate. The exam questions are based on the skills and knowledge included in the Workplace Essentials National Occupational Standards.

emerit Workplace Essentials resources:



Occupational Standards



Online Learning



Workbooks



Knowledge Exam

emerit.ca

For more information call OTEC T.F. 1.800.557.6832
or visit www.otec.org

