



Workshop 2: Basic Workplace Skills

Foundation Skills Framework Resource Guide

Foundation Skills Framework Resources



Foundation Skills Wheel
Self-Appraisal
Competency Lists

The Foundations Skills Framework



Parts of the wheel

BASIC WORKPLACE SKILLS

traditional basic skills-like "reading, writing, math" and new ones-like "uses technology and resources"

BASIC WORKPLACE KNOWLEDGE

knowledge of the nature of work and workplace organizations

BASIC EMPLOYABILITY SKILLS

personal, interpersonal and cognitive skills needed to interact effectively in the workplace

LIFELONG LEARNING SKILLS

learning skills that help adults set and reach realistic learning and career goals

Basic Workplace Skills

Basic Workplace Skills

Reads with Understanding.....	7
Writes Clearly and Concisely.....	8
Listens with Understanding.....	9
Speaks Clearly and Concisely.....	10
Applies Mathematical Operations, Concepts, and Reasoning.....	11
Observes Critically.....	12
Uses Technology.....	13
Locates and Uses Resources.....	14

Skills - Competencies - Indicators

Uses Technology

Skills needed to select and effectively use basic technology to perform work-related tasks.

W 7.5 Use of Internet and World Wide Web

- | |
|---|
| <input type="checkbox"/> Selects and opens an Internet browser |
| <input type="checkbox"/> Opens a location using a URL or web address |
| <input type="checkbox"/> Navigates through sites using links and back/forward buttons |
| <input type="checkbox"/> Sets and uses bookmarks |
| <input type="checkbox"/> Chooses and uses a search engine |
| <input type="checkbox"/> Evaluates search results for quality, reliability, bias, and accuracy |
| <input type="checkbox"/> Evaluates online threats and applies security measures, as appropriate |

Skills - Competencies - Indicators

Give some examples of skills, competencies, and indicators of Basic Workplace Skills

Why are these skills important?

How do these skills apply to work in general and to your jobs of interest?