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Document Use	<ul style="list-style-type: none">  Lists & Checklists  Schedules, Tables, and Spreadsheets  Diagrams, Maps & Floor Plans  Labels & Barcodes  Graphs & Charts (Bar, Line, Pie, Gantt)  Pay-related documents  Invoices & Billing
Thinking Skills	<ul style="list-style-type: none">  Prioritizing Tasks  Opportunities for Critical Thinking  Decision Making Process  Memory Strategies
Reading	<ul style="list-style-type: none">  Reading Strategies for all Readers  Vocabulary Expansion Strategies  Workplace Reading: Memos, Notices, Policies, Manuals, Agendas/Minutes, News, etc.
Numeracy	<ul style="list-style-type: none">  Cashier Math  Measurement Math  Time Math
Continuous Learning	<ul style="list-style-type: none">  Learning Styles  Taking advantage of workplace & community learning opportunities
Digital Literacy	<ul style="list-style-type: none">  Productivity Programs (MS Word, Excel)  Internet Research  Appropriate Use of Technology at Work  Using E-Mail
Writing	<ul style="list-style-type: none">  Filling out forms  Writing notes to co-workers
Working with Others	<ul style="list-style-type: none">  Working on your own  Working as a member of a pair or team  Working as a leader
Oral Communication	<ul style="list-style-type: none">  Face to Face Customer Service  Phone Skills  Active Listening  Assertiveness, Self-advocacy & Clarifying Questions

Contact

Matthew Wallace, BA, BEd, TESL 239 Charlotte Street, Room 344/345, Saint John NB, E2L 2K1
matthew.wallace@keyindustries.ca (506) 634-6888 x 147