

# EssentialSKILLS

The foundation for work, learning & life

**“Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.”**

*Human Resources and Skills Development Canada*

## Essential Skills at the Training Group

The Training Group at Douglas College is a leader in Essential Skills with extensive experience in the areas of research, assessment, skills enhancement, workplace and practitioner training.

## Essential Skills Methodology and Task Analysis

This four-day course introduces participants to the methodology used in both the International Adult Literacy Survey (IALS) and HRSDC's Essential Skills with emphasis placed on:

- Understanding and interpreting complexity scales
- Deconstruction of tasks to identify required Essential Skills and complexity levels
- Application of task analysis
- This course is a pre-requisite for Bridging the Gap: Enhancing Essential Skills ESKL 1300

### Pre-requisite:

Introduction to Essential Skills ESKL 1000

### Essential Skills Practitioner Training (ESPT) Certificate Program

Completion of the courses below lead to an Essential Skills Practitioner Certificate

- Introduction to Essential Skills ESKL 1000
- Methodology and Task Analysis ESKL 2300
- Essential Skills Assessments, Interpretation and Application ESKL 1100
- Developing Your Essential Skills Portfolio ESKL 1200
- Bridging the Gap – Enhancing Essential Skills ESKL 1300
- Essential Skills Work Experience Study ESKL 2400

### Who is this Program for?

Career practitioners, Employment Counsellors, Human Resource Professionals, Educators, Literacy Practitioners, Workplace Trainers.

### Course Details:

Dates:	May 7-10, 2012
Time:	9:00 a.m. – 4:00 pm
Location:	Douglas College David Lam Campus, Health Sciences Building 1240 Pinetree Way, Rm. D2008 Coquitlam
Cost:	\$550 Includes registration fee, course materials and certificate of completion
Payment:	Payment can be made either by cash, cheque, Visa or Master Card

### To Register:

Call: 604 -527-5472 (Continuing Education Registration)  
Course: ESKL 2300 008  
Course Reference Number: 21154

### For more information:

Telephone: (604) 777-6152  
Fax: (604)777-6151  
e-mail: [essentialskills@douglascollege.ca](mailto:essentialskills@douglascollege.ca)

### Cancellation:

A 100% refund less \$15 admin fee is provided up to 10 calendar days prior to the start date of the course

No refunds provided after this date  
Please request refunds via telephone or in-person

## Your partner in training solutions

The Training Group at Douglas College specializes in responsive career and workplace training solutions. We design and implement specialized programs for the specific needs of individuals, employers, industry groups and government agencies.