

## Essential Skills Job Profiling Workshop



Presented by: *SkillPlan*

### **Course Description:**

This workshop is for those who need a working knowledge of Essentials Skills for project management, curriculum design or instruction that addresses workplace needs. Topics that will be covered include:

- Understanding the background and purpose of the HRSDC Essential Skills Profiles Project
- Identifying Essential Skills as defined by HRSDC
- Learning about the profiling methodology
- Rating example tasks using complexity scales
- Writing examples and summary paragraphs
- Practising open ended interviewing skills
- Recognizing Essential Skills applications in education and workplace settings

### **Training & Certification:**

#### **(4 days of instruction + assignments)**

This workshop is designed for those who do not need certification (which requires a 25-hour assignment and a 70% pass rate). Participants who attend all sessions and complete daily assignments will receive written acknowledgement – an information certificate.

### **Who Should Attend?**

We welcome participants who are interested applying Essential Skills research in curriculum, assessment and employment preparation programs

**When: Monday, September 26 to Thursday, September 29, 2011**

Time: 8:30 am to 3:30 pm

**Where:** Granville Island Hotel  
1253 Johnston Street  
Vancouver, BC V6H 3R9  
(604) 683-7373

**Cost: \$850 + 12% HST**

Note: Continental breakfast and lunch will be served each day.

## Accommodation:

Reserve your guest room at the Granville Island Hotel. Rooms are not guaranteed. A small block is being held until August 25, 2011.

Contact [reservations@granvilleislandhotel.com](mailto:reservations@granvilleislandhotel.com) or call 1-800-663-1840 and ask to receive the SkillPlan rate of \$199 per night. Direct: (604) 683-7373.

## Registration & Payment:

**Registration:** You can submit your completed registration form by fax (604) 436-1149 or by mail (address below). Your registration will be confirmed by email.

**Payment:** Payment is due by September 6. Please mail your cheque for \$952 payable to SkillPlan to:

SkillPlan  
405 – 3701 Hastings Street  
Burnaby, BC V5C 2H6

## Facilitator:

### Lynda Fownes – CEO, SkillPlan

Lynda Fownes is a leader in the field of Essential Skills. She brings a wealth of knowledge and experience that will add richness to this training session. She has been involved with the Essential Skills Research Project from its inception.

- Advised on the initial pilot phase in 1997
- Conducted Literacy Task Analysis research prior to 1995
- Managed a team of researchers responsible for data collection in BC and Alberta (approximately 600 interviews)
- Evaluated data analysis and methodology
- Wrote support material (sections of the Reader's Guide)
- Conducted ongoing profiler training for workplace research in Essential Skills (Canada, Zimbabwe, Chile and Namibia)
- Participated in A & B pilots of Essential Skills research, Red Seal Mentorship program and development of profiles with stakeholder groups (Disabilities Manager, Cardiology Technologist)
- Invited to participate in various HRSDC – Essential Skills advisory meetings
- Acted as senior test item writer for TOWES (Test of Workplace Essential Skills). This assessment tool measures reading text, using documents and solving problems with numbers based on Essential Skills methodology.
- Contributed test items to the ALLS (Adult Life Skills Survey)

## Contact Us:

Email: [info@skillplan.ca](mailto:info@skillplan.ca)  
Phone: (604) 436-1126  
Fax: (604) 436-1149

## Register Now!

# Essential Skills Job Profiling Workshop

September 26 – 29, 2011  
Granville Island Hotel, Vancouver, BC

## REGISTRATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address to mail certificate to: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Fax the form to (604) 436-1149**

**Or mail the form with your cheque to:**

SkillPlan  
Suite 405, 3701 Hastings Street  
Burnaby, BC  
V5C 2H6

**Cost:**            \$850 + \$102 HST = **\$952**