



# Essential Skills and Work Habits for Work, Learning and Life

## Key Messages

### How learners can use the OSP

- Learn about the Essential Skills and work habits in work, learning and life in a fun and interactive way (e.g. videos and games).
- Choose a self-assessment to get information on your Essential Skills and work habits and compare your results to occupation(s) of interest.
- Choose activity sets to practice and build your skills.
- Get information on career planning, education and training, and employment and volunteer opportunities.
- Create a résumé, covering letter and prepare for a job interview.
- Keep your OSP Tracker and other OSP documents in your Individual Pathways Plan (IPP) to track and plan your skills development over time.

### How parents can use the OSP

- Talk with learners about Essential Skills and work habits and why they are important at home and in the community.
- Encourage learners to be open to skills development opportunities in classroom, co-operative education and other experiential learning opportunities, Specialist High Skills Majors and Ontario Youth Apprenticeship Programs, Community Involvement, volunteer opportunities (e.g. *SpeakUp* and *Students as Researchers* Projects) and extracurricular activities.
- Help learners understand and value their skills and communicate them in their résumé and job interviews, including summer and part-time employment.
- Get information on career planning, education and training, and employment and volunteer opportunities.

### How employers can use the OSP

- Use the clear descriptions of Essential Skills and work habits in the OSP to help learners and employees understand the expectations of your workplace.
- Search the OSP database to identify Essential Skills, work habits and tasks appropriate to your workplace.
- Create job descriptions, job ads and interview checklists.
- Use the OSP Work Plan to assess, record and give feedback on skills demonstrations.
- Use the OSP Training Plan to plan and track workplace skills development.

## How teachers can use the OSP

- Use the *Guide to Linking Essential Skills and the Curriculum* and *Companion Resources* to engage learners and enhance classroom relevance by linking Essential Skills and work habits to the curriculum, to give feedback to them on their skills development in classroom activities, and to help them see how these skills are used on-the-job and in everyday life. SkillsZone has a database of activities for a range of courses, grades and subjects linked to these skills.
- Help learners track their skills demonstrations in the classroom, co-operative education and other experiential learning opportunities, Specialist High Skills Majors and Ontario Youth Apprenticeship Programs, Community Involvement, volunteer opportunities (e.g. *SpeakUp* and *Students as Researchers* Projects) and extracurricular activities.
- Help learners use this information to develop their Individual Pathways Plan as they answer the four education and career/life planning inquiry questions: *Who am I? What are my opportunities? Who do I want to become?* and *What is my plan for achieving my goals?*

