

Characteristics of Essential Skill Advisors and Trainers

This section provides a list of characteristics attributed to Essential Skills (ES) advisors and instructor/trainers.

Common characteristics of Essential Skills Advisors:

- understands adult education principles and adult learning styles
- able to adapt to individual and organizational needs
- works well with people at all levels in an organization
- respects and works well with people of various racial, cultural, linguistic and educational backgrounds
- possesses knowledge, skills and experience in the area of ES and workplace learning
- familiar with the practices within business and labour environments
- has good negotiating, listening and communication skills
- familiar with all aspects of curriculum development
- familiar with assessment and evaluation
- understands all aspects of Essential Skills program delivery

ES advisors often work with an ES instructor/trainer to implement and deliver training and to embed ES into existing workplace training.

If you decide to offer Essential Skills training, hiring the right instructor/trainer is important. The Essential Skills Advisor can provide names of qualified adult educators who have experience teaching in a workplace context. The ES advisor brings adult education expertise to the selection process and can provide input, but should not have a decision-making role.

Common Characteristics of an Essential Skills instructor/trainer:

- understands adult education principles and adult learning styles
- able to adapt to individual and organizational needs
- respects and works well with people of various racial, cultural, linguistic and educational backgrounds
- possesses knowledge, skills and experience in the area of ES and workplace learning
- familiar with the practices within business and labour environments
- good understanding of all aspects of curriculum development to prepare and deliver contextualized training
- familiar with assessment and evaluation