

## Essential Skills Initiatives Roles and Responsibilities

This section provides an outline of the roles and responsibilities to consider when you work with an Essential Skills advisor. Role and responsibilities will vary depending on the types of activities you choose and the level of involvement of the Essential Skills advisor.

Some areas may need to be negotiated but generally, you can expect your role as an employer and the Essential Skills advisor's roles and responsibilities to be as follows:

Roles and Responsibilities of Employer	Roles and Responsibilities of ES advisor/trainer
<ul style="list-style-type: none"> <li>• Puts together an Essential skills team</li> <li>• Participate in meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in meetings and support the development of a working group</li> </ul>
<ul style="list-style-type: none"> <li>• Pay costs for activities such as consultations, training cost for employees, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with employer to arrange funding support (when available)</li> </ul>
<ul style="list-style-type: none"> <li>• Champion Essential Skills activities through promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Provide ES expertise and guidance to employer</li> </ul>
<ul style="list-style-type: none"> <li>• Help determine priorities for Essential activities</li> </ul>	<ul style="list-style-type: none"> <li>• Help determine Essential Skills needs and priorities for action</li> </ul>
<ul style="list-style-type: none"> <li>• Disseminate information about training (if offered)</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend actions and help develop tools to promote actions</li> </ul>
<ul style="list-style-type: none"> <li>• Support implementation of actions</li> </ul>	<ul style="list-style-type: none"> <li>• Support implementation of actions (this will need to be negotiated)</li> </ul>
<ul style="list-style-type: none"> <li>• Provide space for training (most cases)</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and deliver training</li> </ul>
<ul style="list-style-type: none"> <li>• Arrange time off for training</li> </ul>	<ul style="list-style-type: none"> <li>• Provide aggregate training progress reports</li> </ul>
<ul style="list-style-type: none"> <li>• Provide incentives for training</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct an evaluation of actions</li> </ul>
<ul style="list-style-type: none"> <li>• Celebrate success of activities and participants success in training, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Report on outcomes</li> </ul>
<ul style="list-style-type: none"> <li>• Participate in training evaluation and next steps</li> </ul>	<ul style="list-style-type: none"> <li>• Make recommendations for next steps</li> </ul>