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# TRADES & TECHNOLOGY PROGRAMS

## Preparation Check List

**To be successful in the field of skilled trades and technologies, you need a range of skills.** Math, reading, communications and working with others are all essential to your success in the classroom and in the workplace.

To help prepare you to meet the demands of your program and the expectations that employers will have of you in the workplace, review this checklist.

### Foundation Skills

**Math Skills:** An aptitude for math is essential. All trades and technology programs require that you know basic math (add, subtract, multiply, divide), work with measurements and fractions, calculate ratios and percentages and apply algebraic equations, as required.

**Literacy (writing, reading and comprehension):** The ability to understand work materials (e.g. equipment manuals, blueprints, product specifications) is essential. In addition, you need to have good writing skills (keeping work journals, documenting worksheets, preparing written quotes).

**Computer skills:** The ability to use different kinds of computer applications, software and other related technical tools.

### Employment Skills

Employers are looking for individuals who bring skills, knowledge, and who come prepared to work. This means you are punctual, reliable and are committed to continuous learning and professional development. Others skills you need include:

- Problem-solving skills
- Analytical skills
- Communication skills
- Ability to work with others and teamwork

### Work Considerations

**To be successful in many trades and technology fields, individuals should be physically agile.**

This work can be physically demanding and may include moving, lifting, bending and kneeling as well as spending long periods of time on your feet. Work may take place in confined spaces and at varying heights or awkward positions. You may have to work in variable climatic conditions including cold and wet winter weather or in very hot conditions.

Shift work can also be an integral part of trades and technology occupations.