



Job Enhancement and Essential Skills

This tool will help employers and practitioners support the development of essential skills in the workplace through job enhancement. It explains how to increase employees' opportunities to improve their essential skills in the workplace and provides sample job enhancement activities.

What is Job Enhancement?

Job enhancement is when an employee is given new responsibilities or tasks that give him/her the opportunity to develop his/her skills or abilities. For example, a cashier at a grocery store could be taught how to prepare the weekly work schedule. As a result, he/she could learn about scheduling and have the opportunity to use different work-related documents (e.g. timesheets).

Why Job Enhancement?

Job enhancement is an effective way to help employees improve their essential skills and it doesn't require a lot of resources to be successful. It can:

- Better prepare employees for promotions and organizational changes
- Help address skill shortages
- Improve performance
- Increase job satisfaction
- Increase motivation and self-confidence
- Reduce employee turnover and stress
- Support a healthy learning culture in the workplace

