

Drawing

- Name
- Email
- Phone
- County
- School Name or Agency



FLORIDA

ready to work

powered by win



Implementation Innovations

floridareadytowork.com

Overview

- State-sponsored **career readiness training and credentialing solution**
- Research-based **soft skills, digital skills, and academic employability skills** that underpin all career pathways
- Delivered in partnership with high schools, adult education programs, technical schools, state colleges, apprenticeship programs, workforce boards, juvenile justice, corrections, employers, and other workforce education partners
- State funded – **FREE** for all implementation partners and students
- Administered by the Florida Department of Commerce (formerly DEO)
- Managed by WIN Learning, national career readiness solution company

THREE Stackable Credentials – Customizable Program

FLORIDA
ready to work
credential

SOFT SKILLS

The State of Florida recognizes

Sample Student

for demonstrating foundational soft skills including
Communicating Effectively, Conveying Professionalism,
Promoting Teamwork and Collaboration, and Thinking Critically and Solving Problems.

FLORIDACOMMERCE



Ron DeSantis, Governor
State of Florida

 Endorsed by the National Work Readiness Council

FLORIDA
ready to work
credential

DIGITAL SKILLS

The State of Florida recognizes

Sample Student

for demonstrating mastery of foundational career skills in
Computer Operations, Internet Browsing, Digital Communication,
Digital Documents, and Digital Security.

FLORIDACOMMERCE



Ron DeSantis, Governor
State of Florida

 Endorsed by the National Work Readiness Council

FLORIDA
ready to work
credential

ACADEMIC EMPLOYABILITY SKILLS

ACHIEVEMENT LEVEL 3

The State of Florida recognizes

Sample Student

for demonstrating foundational employability skills including
Work Ready Math, Work Ready Reading, and Work Ready Data.

FLORIDACOMMERCE



Ron DeSantis, Governor
State of Florida

 Endorsed by the National Work Readiness Council

Work Ready Soft Skills

- **Communicating Effectively** – Verbal and nonverbal communication and listening; use of communication tools including email etiquette, cell phone, and social networking; resolving conflict through communication; and acknowledging criticism.
- **Conveying Professionalism** – Dependability, courtesy, attitude, motivation, personal accountability, and time management.
- **Promoting Teamwork and Collaboration** – Teamwork skills and interactions, collaboration with others regardless of personal feelings, benefits of diversity and sensitivity to differences, accepting responsibility, and leadership.
- **Thinking Critically and Solving Problems** – Innovation, creativity, flexibility, overcoming adversity, goal setting, and critical thinking strategies.

Soft Skills Credential



- Digital – may be downloaded, printed and emailed on demand

- State-sponsored, signed by Governor

Florida Ready to Work Credential - Soft Skills

The credential is based on a proctored career readiness assessment validating mastery of the foundational work habits and situational judgment skills commonly required for most jobs according to the U.S. Department of Labor O*NET Job Zone Framework. The holder of this credential has demonstrated work ready skills including:

Communicating Effectively

- Understand the elements of effective listening, speaking, and writing
- Consider the purpose, audience, and medium of communication, including email etiquette, texting, and social media
- Understand the role of the customer and develop positive customer relationships
- Adopt a growth mindset and become an active learner
- Demonstrate strategies for conflict resolution

Promoting Teamwork and Collaboration

- Recognize the characteristics of an effective team member
- Develop leadership skills
- Recognize, celebrate, and incorporate individual diversity and differences in the workplace

Conveying Professionalism

- Build trust through punctuality, dependability, and accountability
- Demonstrate integrity, initiative, and a strong work ethic
- Represent the organization in the workplace and beyond with pride and professionalism
- Develop organizational skills and effective work habits
- Manage time effectively and prioritize tasks
- Use common technology and choose tools to fit tasks
- Develop basic business acumen

Thinking Critically and Solving Problems


- Adapt to new information and circumstances
- Make decisions with logic and reason
- Demonstrate awareness of systems and design for improvement
- Use a cycle of inquiry to investigate a problem
- Evaluate and interpret data sources and visual displays

For information about the O*NET Job Zone Framework, visit <https://onetonline.org/help/online/zones>.

This credential is issued by Florida Ready to Work, a research-based foundational career readiness training, assessment, and credentialing program sponsored by the State of Florida; administered by the Florida Department of Commerce (floridajobs.org); and endorsed by the National Work Readiness Council (nwrc.org), an independent national nonprofit workforce development, training, and advocacy organization.

Questions? 1.888.717.9461 Option 3 | customerservice@floridareadytowork.com

floridareadytowork.com



It may seem surprising that in this day and age some workers have few or no digital skills. It is important to note that many of these workers may have fragmented knowledge: That is, they may be comfortable using a mobile phone to text a photo, but not be familiar with how to operate a mouse or upload a job application.

National Skills Coalition,

The New Landscape of Digital Literacy, 2020



NEW! Work Ready Digital Skills

- **Computer Operations** – Identify and understand device types, parts of a computer, operating systems, common software applications, basic computer operations, and professional use of devices.
- **Internet Browsing**– Identify and understand the world wide web and internet, how to connect to the internet, browser basics and how to search the web, and professional use of the internet.
- **Digital Communication**– Identify and understand methods of digital communication including email, video conferencing, instant messaging and text messaging, social media etiquette, and professional use of digital communication tools.
- **Digital Documents** – Identify and understand different types of digital workplace documents including word processing spreadsheets, slide presentations, and online forms; document sharing and collaboration tools; and professional use of digital documents.
- **Digital Security**– Identify and understand security policies and procedures, password security, privacy settings, security software, spam and phishing, and virtual private network (VPN).

NEW! Digital Skills Credential



- State-sponsored, signed by Governor

Florida Ready to Work Credential - Digital Skills

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Computer Operations

- Understand basic computer operations
- Identify main parts of a computer
- Recognize popular Operating Systems and how to update them
- Identify and select common software applications
- Understand the parts of the virtual desktop and how to change device settings
- Apply best practices for using a company-issued device in the workplace

Internet Browsing

- Understand the definition, purpose, and basic infrastructure of the internet
- Understand how to connect to the internet
- Define World Wide Web and related tools and terminology
- Use common internet browsers
- Use search engines and evaluate results
- Apply best practices for using the internet in the workplace

Digital Communication

- Understand methods of digital communication and define when it is appropriate to use each medium
- Recognize basic email providers and functions and understand the distinction between work vs personal email
- Identify video conferencing providers and functions and understand general etiquette
- Recognize text message and Instant Message providers and functions and understand general etiquette
- Identify popular social media platforms and understand general etiquette
- Apply best practices for using digital communication in the workplace

Digital Documents

- Recognize common word processing applications and their functions
- Recognize common spreadsheet applications and their functions
- Recognize common slide presentation applications and their functions
- Understand how to complete online documents and forms, such as a fillable PDF or online job application
- Understand sharing documents and storing with file-sharing applications
- Understand how to collaborate on documents using shared applications
- Apply best practices for using documents, spreadsheets, and slide presentations in the workplace

Digital Security

- Identify security policies and procedures and understand common workplace digital security protocols
- Understand password security and strength, using password management tools, and multi-factor authentication
- Identify spam and phishing attempts, and how to avoid and report them
- Understand basic computer and application privacy settings
- Identify common security software applications, their functions, and how to prevent or minimize effects of malware and viruses
- Recognize Virtual Private Network (VPN) software applications and their functions
- Understand the concept of a Digital Footprint
- Apply best practices for digital security in the workplace

To learn more about the O'NET Job Zone Framework, visit <https://oneline.org/help/online/zones>.

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- Digital – may be downloaded, printed and emailed on demand

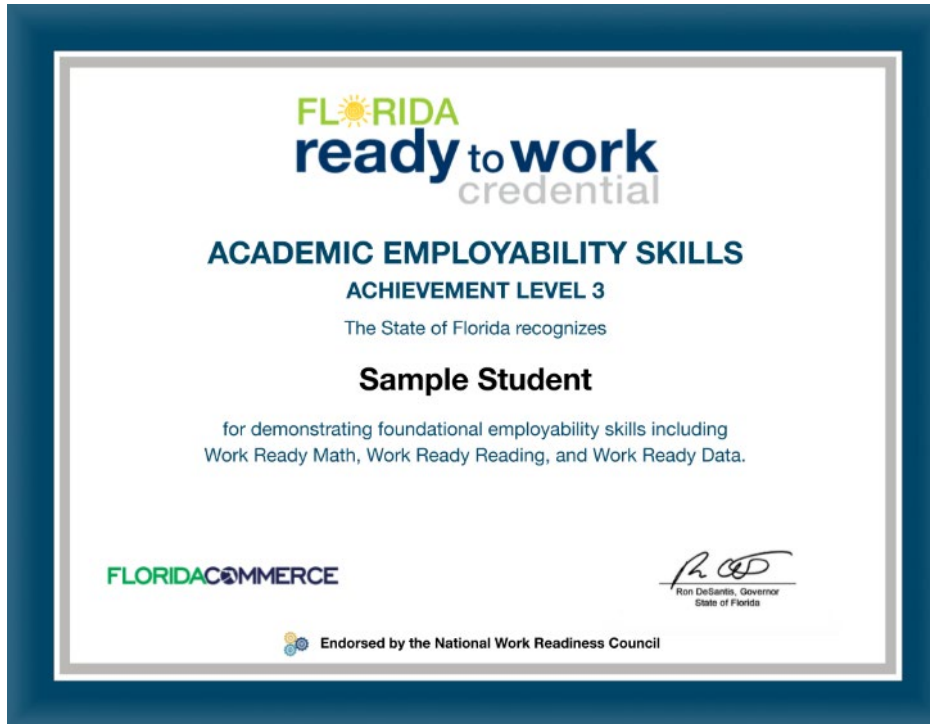
Academic Employability Skills

- **Work Ready Math** – Mathematical reasoning and problem-solving skills to solve real-life workplace problems, such as calculating dimensions, costs, and percentages; reviewing transactions to ensure accuracy.
- **Work Ready Reading** – Reading comprehension and reasoning skills to use documents in the workplace such as memos, letters, directions, signs, notices, policies, and regulations.
- **Work Ready Data** – Analytical skills to interpret sources of data in the workplace, such as charts, graphs, tables, flowcharts, diagrams, and maps.

US DOL O*NET Job Zones

- **Level 1 | Job Zone 1 – Little or no preparation needed**
May require a high school diploma or GED. Ex: Dishwasher, landscaper
- **Achievement Level 2 | Job Zone 2 – Some preparation needed**
Usually require a high school diploma. Ex: Customer service, bank teller
- **Achievement Level 3 | Job Zone 3 – Medium preparation needed**
Require training in vocational schools, related on-the-job experience, or an associate's degree. Ex: Electrician, medical assistant
- **Achievement Level 4 | Job Zone 4 – Considerable preparation needed**
Usually require a four-year bachelor's degree. Ex: Graphic designer, manager
- **Achievement Level 5 | Job Zone 5 – Extensive preparation needed**
Require graduate school. Some may require a master's degree or advanced degree. Ex: Doctor, lawyer

Academic Employability Skills Credential



- Digital – may be downloaded, printed and emailed on demand

State-sponsored, signed by Governor

Florida Ready to Work Credential - Academic Employability Skills

The credential is based on three proctored career readiness assessments validating mastery of the foundational academic employability skills (math, reading, and data) commonly required for most jobs according to the U.S. Department of Labor O'NET Job Zone Framework. The holder of this **Achievement Level 3** credential has demonstrated **Job Zone 3** work ready skills including:

Work Ready Math Skills for Level 3

A participant who has earned an **Achievement Level 3** in Work Ready Math has the foundational math skills to succeed in preparatory programs for **O'NET Job Zone 3** career pathways. Participants can solve multi-step, complex mathematical operations using multiple pieces of data, and determine relevant information for how to solve the problem. For example, participants have demonstrated the ability to:

- Understand how to solve multi-step, multi-operation problems, such as determining assembly line production rates.
- Solve problems involving unit conversion, such as units of weight or time.
- Solve multi-step problems to calculate product information, such as unit cost or percent discount.
- Solve single-step division problems with integers.
- Calculate product dimensions, such as circumference of a tire or the number of square feet of tiles needed to cover an area.

Work Ready Reading Skills for Level 3

A participant who has earned an **Achievement Level 3** in Work Ready Reading has the foundational literacy skills to succeed in preparatory programs for **O'NET Job Zone 3** career pathways. Participants can read and understand moderately complex workplace documents, such as detailed operation manuals or procedures. For example, participants have demonstrated the ability to:

- Use common reading strategies to understand key vocabulary in moderately complex informational text.
- Identify the purpose, main idea, and implicit details provided in moderately complex informational text.
- Generalize knowledge gained from a moderately complex procedural document.
- Draw conclusions based on implicit details in an informational document, such as an article about flexible employment schedules.

Work Ready Data Skills for Level 5

A participant who has earned an **Achievement Level 5** in Work Ready Data has the foundational data literacy skills to succeed in preparatory programs for **O'NET Job Zone 5** career pathways. Participants can identify trends and make predictions based on data within and across multiple sources such as complex graphs and charts. For example, participants have demonstrated the ability to:

- Interpret sales, marketing, or industry conditions and make predictions based on trends represented in complex graphs.

There are four possible Achievement Levels (2-5). The Achievement Level is a composite work ready indicator based on the lowest passing score across all three assessments required to earn the credential. For information about the correlation between Achievement Level and O'NET Job Zone, visit <https://onetonline.org/help/online/zones>.

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Implementation Ideas

- GED Preparation; ESOL Integration; Part of IET Plans
- Diagnostic tool to evaluate students' readiness for career academy rigor and inform individual learning plans
- Prepare students for internships, OJT, work-based learning experiences, job fairs, apprenticeships, interviews, and more
- Career-contextualized instructional relevance for all students requiring foundational math or reading refresher / remediation
- Gain credibility with your local business community that you're listening to their workforce needs
- Mid-Term Evaluation Tool or Beginning of Semester Evaluation

2023-2024 Adult Education Curriculum Frameworks

The screenshot shows a web browser window with the URL fldoe.org/academics/career-adult-edu/adult-edu/2023-2024-adult-edu-curriculum-frameworko.html. The page header includes the Florida Department of Education logo, a search bar with the text "What are you looking for today?", and navigation links for "DIVISIONS", "EXPLORE", and "FEATURED TOPICS". The main content area has a dark blue header with the text "Adult Education". Below this is a breadcrumb trail: "Home | Academics | Career & Adult Education | Adult Education | 2023-2024 Adult Education Cur...". The main content is divided into a left sidebar and a main area. The sidebar contains a list of links: "2023-2024 Adult Education Curriculum Frameworks" (highlighted in blue), "2022-2023 Adult Education Curriculum Frameworks", "2021-2022 Adult Education Curriculum Frameworks", "Adult Education Curriculum Frameworks Archive", "Adult Education Memorandums", "Adults with Disabilities", "Assessment Resources", "Integrated Education & Training", "Native Language Literacy Screening Tool", and "Program & Accountability". The main area features the title "2023-2024 ADULT EDUCATION CURRICULUM FRAMEWORKS" and a "Resources" section with three links: "Employability Skills Standards (RTF)", "Adult Education ABE-RLA FAQ's (Word)", and "FDQE Adult ESOL Program Information Paper (RTF)". Below this is the "Academic Skills Building (ASB)" section with two links: "Academic Skills Building Mathematics (RTF)" and "Academic Skills Building Reasoning through Language Arts (RTF)". The "Adult Basic Education (ABE)" section has three links: "Adult Basic Education Mathematics (RTF)", "Adult Basic Education Reasoning through Language Arts (RTF)" (with sub-links for "Adult Basic Education Language Arts (RTF)" and "Adult Basic Education Reading (RTF)"), and "Adult High School" section with two links: "Adult High School (RTF)" and "Adult High School (Co-Enrolled) (RTF)".

2023-2024 Adult Education Curriculum Frameworks

Effective July, 2023

Florida Department of Education Adult Employability Curriculum Framework

PURPOSE

The Employability Framework describes what students should know and be able to do in order to be ready to enter the workforce and be successful across different career pathways. The employability standards serve several purposes:

- Assist programs with curriculum development;
- Provide guidance for new instructors;
- Ensure quality instruction through professional development; and
- Provide employability skills along a continuum to prepare students for job-force training and employment.

The employability standards should be used as a basis for curriculum design and to assist programs and teachers with selecting or designing appropriate instructional materials, instructional techniques, and ongoing assessment strategies.

ADULT EDUCATION INSTRUCTOR CERTIFICATION REQUIREMENTS

As per [s. Florida Statute 1012.39 \(1\)\(b\), F.S.](#), each school district shall establish the minimal qualifications for part-time and full-time teachers in adult education programs.

Crosswalk to Florida Ready to Work

DOE Employability Framework

Related Florida Ready to Work Training Lesson

Strand: Applied Knowledge

Standard: AK.01 Critical Thinking

Students use creative, analytical, and strategic thinking to solve problems and explore opportunities.

Academic Employability Skills Training

Work Ready Math

Lessons 1 – 5

Work Ready Data

Lessons 1 – 5

Soft Skills Training

Thinking Critically and Solving Problems

Lessons 2 and 4

Digital Skills Training

Internet Browsing

Digital Communication

Digital Documents

Digital Security

Crosswalk to Florida Ready to Work

DOE Employability Framework

Related Florida Ready to Work Training Lesson

Strand: Effective Relationships

Standard: ER. 02 Interpersonal Skills

Students respect individual differences, navigate conflicts, and exercise leadership in order to successfully complete tasks in the context of partner or group work.

Soft Skills Training

Promoting Teamwork and Collaboration

Lessons 1, 2, and 3

Communicating Effectively

Lesson 5

Digital Skills Training

Digital Communication

Digital Documents

Lessons 1 and 2

Crosswalk to Florida Ready to Work

DOE Employability Framework	Related Florida Ready to Work Training Lesson
Strand: Effective Relationships	
Standard: ER. 03 Personal Qualities Students demonstrate responsibility, self-discipline, flexibility, integrity, and a willingness to learn in order to deliver high-quality work.	Soft Skills Training Conveying Professionalism <i>Lessons 1 and 2</i> Communicating Effectively <i>Lesson 4</i> Digital Skills Training Internet Browsing Digital Communication Digital Documents Digital Security

Crosswalk to Florida Ready to Work

DOE Employability Framework

Related Florida Ready to Work Training Lesson

Strand: Workplace Skills

Standard: WS.04 Resource Management

Students manage time, money, resources, and personnel in group projects to complete tasks in service of minimizing waste and improving organizational efficiency.

Academic Employability Skills Training

Work Ready Math

Lessons 1 – 5

Work Ready Basics – Math

Lessons 1 - 2

Soft Skills Training

Conveying Professionalism

Lessons 4 and 5

Communicating Effectively

Lesson 3

Digital Skills Training

Digital Communication

Digital Documents

Crosswalk to Florida Ready to Work

DOE Employability Framework

Related Florida Ready to Work Training Lesson

Strand: Workplace Skills

Standard: WS.05 Information Use

Students locate, analyze, and organize information in order to complete high-quality work that draws upon reliable and relevant sources.

Academic Employability Skills Training

Work Ready Data

Lessons 1 – 5

Work Ready Reading

Lessons 1 - 5

Soft Skills Training

Thinking Critically and Solving Problems

Lessons 1 and 5

Digital Skills Training

Internet Browsing

Crosswalk to Florida Ready to Work

DOE Employability Framework

Related Florida Ready to Work Training Lesson

Strand: Workplace Skills

Standard: WS.06 Communication

Students listen, observe, and communicate verbally and in writing in order to both understand and convey information clearly and accurately.

Academic Employability Skills Training

Work Ready Reading
Lessons 1 - 5

Soft Skills Training

Communicating Effectively
Lessons 1 and 2

Digital Skills Training

Digital Communication

Crosswalk to Florida Ready to Work

DOE Employability Framework

Related Florida Ready to Work Training Lesson

Strand: Workplace Skills

Standard: WS.07 Systems Thinking

Students understand, monitor, and improve systems to advance the vision, culture, and goals of the organization.

Academic Employability Skills Training

Work Ready Data
Lessons 1 - 5

Soft Skills Training

Conveying Professionalism
Lesson 7

Thinking Critically and Solving Problems
Lesson 3

Digital Skills Training

Digital Security

Crosswalk to Florida Ready to Work

DOE Employability Framework

Related Florida Ready to Work Training Lesson

Strand: Workplace Skills

Standard: WS.08 Technology Use

Students select and apply appropriate technology solutions in order to effectively complete tasks.

Soft Skills Training

Conveying Professionalism
Lessons 6

Digital Skills Training

Computer Operations
Internet Browsing
Digital Documents
Digital Communications
Digital Security

Access Training Anytime

The screenshot displays a user interface for the FLORIDA ready to work platform. At the top, a dark blue navigation bar contains the logo on the left and menu items: Dashboard, Assignments, Reports (with a dropdown arrow), Resources, Products (with a dropdown arrow), and Admin (with a dropdown arrow). On the right side of the navigation bar are icons for a user profile, an envelope, a share icon, and a notification bell. The main content area is titled "Academic Employability Skills – Training" and features three distinct training modules, each with a "Placement Test" button and five "Ready" level buttons (Ready 1 through Ready 5). The first module, "Work Ready Math", is styled with teal buttons. The second, "Work Ready Reading", uses orange buttons. The third, "Work Ready Data", uses green buttons.

FLORIDA ready to work Dashboard Assignments Reports ▾ Resources Products ▾ Admin ▾

Academic Employability Skills – Training

Work Ready Math

Placement Test

Ready 1 Ready 2 Ready 3 Ready 4 Ready 5

Work Ready Reading

Placement Test

Ready 1 Ready 2 Ready 3 Ready 4 Ready 5

Work Ready Data

Placement Test

Ready 1 Ready 2 Ready 3 Ready 4 Ready 5

Access Training Anytime

FLORIDA ready to work Dashboard Assignments Reports Resources Products Admin

Digital Skills – Training

Computer Operations

Pretest Course Posttest

Internet Browsing

Pretest Course Posttest

Digital Communication

Pretest Course Posttest

Digital Documents

Pretest Course Level I Course Level II Posttest

Digital Security

Pretest Course Posttest

Access Training Anytime

The screenshot displays the FLORIDA ready to work training interface. At the top, a dark blue navigation bar contains the logo on the left and menu items: Dashboard, Assignments, Reports, Resources, Products, and Admin. On the right side of the navigation bar are icons for user profile, email, share, and notifications. Below the navigation bar is a light green header for 'Classroom Instructional Units'. The main content area is titled 'Soft Skills - Training' and features four distinct training modules, each with a sequence of buttons for 'Pretest', lessons, and 'Posttest':

- Communicating Effectively:** Pretest, Lesson 1, Lesson 2, Lesson 3, Lesson 4, Lesson 5, Posttest
- Conveying Professionalism:** Pretest, Lesson 1, Lesson 2, Lesson 3, Lesson 4, Lesson 5, Lesson 6, Lesson 7, Posttest
- Promoting Teamwork and Collaboration:** Pretest, Lesson 1, Lesson 2, Lesson 3, Posttest
- Thinking Critically and Solving Problems:** Pretest, Lesson 1, Lesson 2, Lesson 3, Lesson 4, Lesson 5, Posttest

Offline Soft Skills Training

[back to course page](#)

Essential Soft Skills Courseware Classroom Instructional Units

Communicating Effectively

Facilitator Guide

Learner Exercises

Conveying Professionalism

Facilitator Guide

Learner Exercises

Promoting Teamwork and Collaboration

Facilitator Guide

Learner Exercises

Thinking Critically and Solving Problems

Facilitator Guide

Learner Exercises

Capstone Projects

Capstone 1 Facilitator Guide

Capstone 1 Learner Exercises

Capstone 2 Facilitator Guide

Capstone 2 Learner Exercises

- **Facilitator's Guide** includes instructional units with learning objectives, independent and group exercises, debrief and review, along with formative assessments.
- **Learner's Exercises** contain project-based learning assignments
- **Capstone Projects** contain foundational interpersonal skills and behavioral habits for career readiness
 - Interviewing Skills
 - Team Building and Solving Problems
- Can be downloaded as a PDF and printed
- Can be blended with the online curriculum

Incorporating into IET Plans

Three required components of an IET program funded under Title II

- Adult education and literacy activities
- **Workforce preparation activities**
- Workforce training for a specific occupation or occupational cluster which can be any one of the training services defined in section 134(c)(3) (D).

<https://www.fldoe.org/academics/career-adult-edu/adult-edu/adult-edu-career-pathways.shtml>

Step 3. Define the three IET Components and map out Adult Education Academic and Literacy Activities, Workforce Preparation Activities, Workplace Training Activities.

Adult Education Curriculum Frameworks can be found here: <http://www.fldoe.org/academics/career-adult-edu/adult-edu>.

<p>Integrated Education and Training (IET) "...a service approach that provides (1) adult education and literacy activities <i>concurrently</i> and <i>contextually</i> with (2) workforce preparation activities and (3) workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement" (34 CFR 463.35)</p>	
<p>Adult Education Academic and Literacy Activities</p> <p><u>Must include frameworks/standards</u> "...programs, activities, and services that include: (a) adult education, (b) literacy, (c) workplace adult education and literacy activities, (d) family literacy activities, (e) English language acquisition activities, (f) integrated English literacy and civics education, (g) workforce preparation activities, or (h) integrated education and training." (34CFR 463.30)</p>	
<p>Workforce Preparation Activities (See Employability Skills Standards)</p> <p>"...include activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in: (a) utilizing resources; (b) using information; (c) working with others; (d) understanding systems; (e) skills necessary for successful transition into and completion of postsecondary education or training, or employment; and (f) other employability skills that increase an individual's preparation for the workforce." (34 CFR 463.34)</p>	
<p>Workforce Training Activities</p>	

Workforce Preparation Activity - Sample

ABC Adult Education program utilizes Florida Ready to Work as a part of Workforce Preparation Activities. Students enrolled in our IET program must complete Florida Ready to Work Soft Skills and Digital Skills training modules. Then students must sit for and pass the assessments to validate mastery of their foundational employability skills, earning the Florida Ready to Work – Soft Skills Credential and Florida Ready to Work – Digital Skills Credential.



South Dade Technical College
@dade_south



In our #IET Hemodialysis Technician class, we have piloted the @FlaReadytoWork program for our students. Our students will have the opportunity to receive stackable credentials through this FREE program! The opportunities are endless! #YourBestChoiceMDCPS #CareerReady #SDTC



5:45 AM · Oct 10, 2023 · 426 Views



System Features

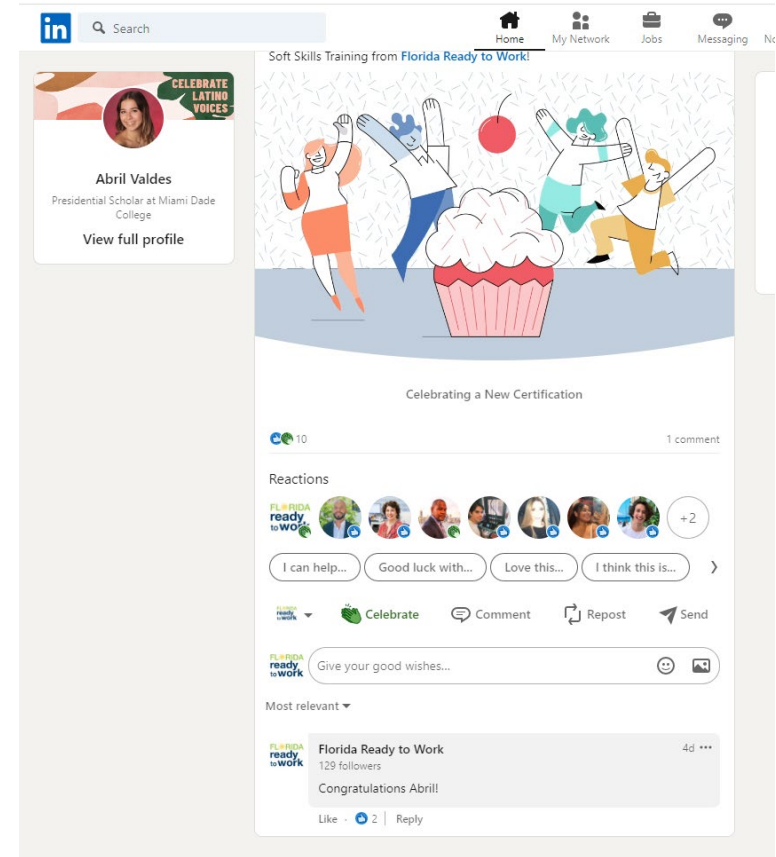
floridareadytowork.com

System Features

- Detailed date / time tracking of student progress, learning gains, and readiness for proctored assessments
- Real-time scoring of proctored assessments
- Optional remote / virtual proctoring of assessments
- Credentials immediately available for student and administrator download / printing
- Robust / customized reporting tools, download to Excel
- English and Spanish curriculum; ASL and SpeechStream Assessments

NEW! Digital Badging

- Share achievements electronically via social media
- Enables employers to verify achievements in real time
- Learners **MUST** provide an email address to access digital badging



Florida Ready to Work Credential - Soft Skills

SHARE PDF EMAIL EMBED HELP MORE

Sign in to access more options

AL Amy Lopez
View All Credentials

The Florida Ready to Work Soft Skills Credential is based on a proctored career readiness assessment validating mastery of the foundational work habits and situational judgement skills commonly required for most jobs according to the U.S. Department of Labor O*NET Job Zone Framework. The holder of this credential has demonstrated mastery of work ready soft skills including:

- Communicating Effectively**
- Understand the elements of effective listening, speaking, and writing
 - Consider the purpose, audience, and medium of communication, including email etiquette, texting, and social media
 - Understand the role of the customer and develop positive customer relationships
 - Adopt a growth mindset and become an active learner
 - Demonstrate strategies for conflict resolution

- Conveying Professionalism**
- Build trust through punctuality, dependability, and accountability
 - Demonstrate integrity, initiative, and a strong work ethic
 - Represent the organization in the workplace and beyond with pride and professionalism
 - Develop organizational skills and effective work habits
 - Manage time effectively and prioritize tasks
 - Use common technology and choose tools to fit tasks
 - Develop basic business acumen

- Promoting Teamwork and Collaboration**
- Recognize the characteristics of an effective team member
 - Develop leadership skills
 - Recognize, celebrate, and incorporate individual diversity and differences in the workplace

- Thinking Critically and Solving Problems**
- Adapt to new information and circumstances
 - Make decisions with logic and reason
 - Demonstrate awareness of systems and design for improvement
 - Use a cycle of inquiry to investigate a problem
 - Evaluate and interpret data sources and visual displays

Skills / Knowledge

Communication Teamwork Collaboration Conflict Resolution Problem Solving Critical Thinking Professionalism

ISSUED ON September 11, 2023 EXPIRES ON Does not expire

Share Credential
Show this credential on your social network

f t w in

in Add to My LinkedIn Profile

Credential Verification

This credential is from a **verified issuer**

Verify Credential

More about the Issuer

Florida Ready to Work

Visit Issuer Website

Visit Course Page

More credentials from the Issuer
View All Credentials





After earning his Florida Soft Skills Credential, Randall told us "There was a lot more there than I originally thought. I did learn a lot more about communicating and being a better person. This is a very good course to take."
Congratulations Randall!



Randall Neff
Sun Hydraulics
Industrial Manufacturing
Technician Apprentice

FLORIDA
ready to work



Quick and easy to get started

2 weeks or less

- Raise your hand now. Contact us!
- 1 hour virtual or onsite 'system' training for proctors
- Communicate to students, teachers, and your business partners
- And get started!

Implementation Tip: Do not overthink or over plan, just do it! Our team will support you every step of the way.

Implementation Partner Payments

- Offset time / indirect costs of implementation
- \$10 for each unduplicated credential earned per student, potential \$30 per student
- All schools / adult education programs eligible
- Discretionary / non-designated funding, school district decides if payable to district or school
- Payable twice per year – January and July

FLORIDA
ready to work
powered by **win**

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