

Florida Ready to Work is a state-sponsored *essential soft skills* and *foundational employability skills* training and credentialing solution. Employers use the program to identify qualified new hires and skill-up incumbent workers. Results include reductions in hiring costs, training time, and turnover. State funded, there is no cost to employers or jobseekers – it's free!

## THE TRAINING

Online career-contextualized training develops the foundational skills required by most jobs, across industries, including:

- **Essential Soft Skills** – also commonly called professional skills, durable skills, power skills, or work habits – including effective communication, professionalism, teamwork and collaboration, and thinking critically and solving problems in workplace settings.
- **Work Ready Math Skills** to solve real-life workplace problems including calculating sizes, quantities, and costs; evaluating information and results to determine the best solution; reviewing the accuracy of transactions; and informing operational activities.
- **Work Ready Reading Skills** including understanding and interpreting written workplace text such as memos, schedules, company policies, and technical manuals to obtain information and apply new knowledge to the job; follow instructions in complex procedural documents; and explain and apply regulations, policies, and procedures.
- **Work Ready Data Skills** including understanding and interpreting workplace data presented in forms, workflows, diagrams, charts, and graphs including identifying trends and relationships among variables; interpreting research and operational data; and reviewing technical drawings and specifications.

The training is self-directed, self-paced, and accessible from any computer or tablet any place, anytime.

## THE CREDENTIALS

Two stackable credentials certify for employers not just what potential new hires may know, but most importantly, what they can do. The credentials further validate readiness to take the next step toward employment, technical training, on-the-job training, or promotion.

- To earn the **Florida Soft Skills Credential**, jobseekers must pass a one-hour proctored situational judgment assessment validating mastery of workplace communication, professionalism, teamwork, collaboration, critical thinking, and solving problems skills.
- To earn the **Florida Ready to Work Credential**, jobseekers must pass three, one-hour proctored assessments validating mastery of foundational workplace math, reading, and data analysis skills. There are four Achievement Levels 2-3-4-5 that correlate with the U.S. Department of Labor O\*NET Job Zones 2-3-4-5, the nation's primary source of occupational data. The levels build on each other with each higher level indicating readiness for more jobs.

**GET STARTED TODAY!** For more information, contact:

Valencia Strowder  
Florida Ready to Work, Project Coordinator  
vstrowder@floridareadytowork.com | 904.200.0990