



**Unlock Your Students' Superpowers:
Help them earn
Florida Ready to Work Credentials
by the end of school**

April 2025

Agenda

- Overview of Florida Ready to Work
- Florida Ready to Work in the 4th quarter – Final 9 weeks
 - Get two credentials in 25 days
 - Earns your credentials in 15 days
 - Soft Skills in 10 days
 - Digital Skills in 5 days
- Adult Education Implementation
- Resources Reminder
- Questions / Answers
- Getting Started

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
- Managed by WIN Learning, national career readiness solution company

Earning the Credentials

- Online Training
 - Each module takes up to 2 hours, includes pre-test & post test
 - Online Training is **Optional**
 - Supplement to in-person employability skills training you are doing
- Proctored Assessment
 - 1-hour online assessment / scored in real time
Academic Employability Skills is 3 1-hour online assessments
 - Maybe retaken as many times as the candidate needs
 - Virtual options are available

THREE Stackable Credentials – Customizable Program





Best Practice from West Florida High School

Florida Ready to Work
at the End of the Year!

Florida Ready to Work in 25 days



Students earn the Florida Ready to Work Digital Skills AND Soft Skills Credentials

Day 1: Florida Ready to Work Orientation

Days 2 & 3: Digital Skills Pretest

Days 4 - 8: Digital Skills Training

Days 9 & 10: Digital Skills Proctored Assessment & Retakes

Days 11 - 21: Soft Skills Training

Days 22 & 23: Review Using Module Posttests

Days 24 & 25: Soft Skills Proctored Assessment & Retakes (as necessary)

Florida Ready to Work in 15 days



Students earn the Florida Ready to Work Digital Skills AND Soft Skills Credentials

Day 1: Florida Ready to Work Orientation

Days 2 & 3: Digital Skills Pretests

Days 4 & 5: Digital Skills Training

Day 6: Florida Ready to Work Digital Skills Proctored Assessment

Days 7 & 8: Soft Skills Pretests

Days 9 - 12: Soft Skills Training

Days 13 & 14: Soft Skills Posttests

Day 15: Florida Ready to Work Soft Skills Proctored Assessment

Day 1 – Lesson Plan Example

- Instruct Students to Login at www.MyFloridaReadytoWork.com
- Watch “Getting Started Video”
 - Teachers can find it on your admin homepage [Getting Started Video - Learner](#)
 - Learner’s instructions: Click on ‘Resources’ and select ‘Getting Started.’
- Why Florida Ready to Work?
- Students will next update their participant profiles.

Florida Ready to Work – Day 1

SUPPLIES FOR TODAY

- Laptop
- Classroom approved headphones
- Locate somewhere to save username & password

FLORIDA ready to work

WELCOME TO FLORIDA READY TO WORK!

SIGN IN & STEP UP

A small step for you, a giant leap for your future.

Username

Password

Login

Forgot password?

Trouble logging in? Contact Support at:
customerservice@floridareadytowork.com or 888.717.9451

Quick Reference

- Technical specifications
- Important product announcements
- Proctor/Admin Webinar Registration
- Florida Ready to Work Home Page
- Accessibility Statement



BELLRINGER TASKS

- Laptops on desks, bookbags on the back of the chair.
- Visit:
myfloridareadytowork.com
- Login using your username & password

Username	First initial.last name
Password	Welcome2025!

- Find “Getting Started” video
 - Click on ‘Resources’ and select ‘Getting Started.’

Why Florida Ready to Work?

Nearly 90% of Florida's workforce leaders have said they have struggled to find qualified talent. More frequently than not, business leaders noted a

"lack of basic employability skills – punctuality, accountability, numeracy, and literacy – among the current talent pool."

Florida Chamber of Commerce, 2024

What makes a great employee?

Employers Expectations

- ✓ Employers want to see personal attributes that enhance your effectiveness as an employee.
- ✓ Many believe a positive attitude is more important than knowledge alone.
- ✓ Positive attitude = great performance.
- ✓ To excel and be considered for leadership, show you're ready!



Top Skills Employers Look For

Verbal/Written Communication:

Express ideas positively, clearly, and confidently.

Initiative:

Be proactive and show leadership.

Teamwork:

Work well with others in groups.

Determination:

Focus on completing tasks.

Flexibility:

Adapt to changes.

Time Management:

Manage time effectively and meet deadlines.

Punctuality:

Be on time.

Independence:

Take responsibility and work alone.

Integrity:

Know right from wrong and follow standards.

Confidence:

Trust your abilities and maintain a positive attitude.

Problem Solving:

Think critically.

CUSTOMER SERVICE REPRESENTATIVE- \$19.50 per hour



Posted by City of Tallahassee 110d ago.

ADDRESS: Main Location: , Tallahassee, Florida, 32303

JOB TYPE: Full Time

NUMBER OF POSITIONS: 6

APPLICATION DEADLINE: Feb 15, 2030

THE DETAILS

MAJOR FUNCTION

This is responsible clerical work in establishing utility service accounts requiring extensive public contact in handling specialized, difficult or problem accounts. Work is performed with considerable independence and under the general supervision of a superior supervisor. Work is reviewed through observation and inspection for accuracy through internal controls and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties Meets the public interested in establishing utility service. Helps customers referred from subordinates due to complexity of accounts or customers seeking satisfaction at a higher level of administration. Establishes deposit requirements on major new commercial accounts. Works with superiors in gathering information and performing studies on utility services. Reviews present deposit requirements for adequacy. Coordinates the collection of delinquent balances, processing of return checks, and credit arrangements. Researches account balances and makes adjustments as needed. Maintains the Citizen Information Tracking System program. Works with superiors in locating and identifying problems or internal control deficiencies within Utility Service Division. Demonstrates exceptional patience and skill in dealing with the public in order to create a favorable impression. Performs related work as required. Other Important Duties Participates in developmental/training opportunities as scheduled by supervisor. Assists in developing policies and procedures for office. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills Considerable knowledge of utility billing, recording, history, monitoring, and accounting procedures. Considerable knowledge of existing collection methods and procedures. Considerable knowledge of the interface of the Cashier's Office with data processing, consumer services, and accounting records. Ability to work under pressure and maintain a high level of accuracy. Ability to follow complex orders and/or written instructions. Ability to establish and maintain a good working relationship with peers, supervisors, and the general public. Ability to maintain and analyze records, to prepare complex records and reports. Ability to exercise good independent judgment in making decisions. Ability to communicate effectively and concisely, orally and in writing. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

MAIN DUTIES

Analyze Data
Communicating
Communicating With Supervisors
Customer service
Problem Solving

PERSONAL TRAITS

Clear Communicator
Critical Thinker
Customer Service Oriented
Detail-Oriented
Meticulous
Multi-Tasking
Organized
Patient
People Person

TECHNOLOGY SKILLS

Database Software
Oracle

EDUCATION AND TRAINING

High School
Bachelor's Degree
Other




















Day 2 – Lesson Plan Example

- Login at www.MyFloridaReadytoWork.com
- Take Digital Skills Pretest for as many modules as they can:
 - Computer Operations
 - Internet Browsing
 - Digital Communications
 - Digital Documents
 - Digital Security
- If you are working on the 25-day model – they will have two days to complete this task.
 - To split this assignment, you will need to add 1 day to the 15-day model.

Florida Ready to Work – Day 2

SUPPLIES FOR TODAY

- Laptop
- Classroom approved headphones

Courseware Progress					Ebadge	Latest Score
Module	Progress					
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			

*** Report each score at end of class period**









ASSIGNMENT FOR TODAY

- Laptops on desks, bookbags on the back of the chair.
- Login at:
myfloridareadytowork.com
- Select DIGITAL SKILLS TRAINING – **Go**
- Take pretests for each Module until time is called.

Florida Ready to Work – Day

SUPPLIES FOR TODAY

- Laptop
- Classroom approved headphones

Courseware Progress		English
Module	Progress	Ebadge Latest Score
Communicating Effectively		
Conveying Professionalism		
Promoting Teamwork and Collaboration		
Thinking Critically and Solving Problems		

* Report your latest score at end of class period

ASSIGNMENT FOR TODAY

- Laptops on desks, bookbags on the back of the chair.

- Login at:

myfloridareadytowork.com

- Select **SOFT SKILLS TRAINING**

– **GO** 

- Find the Module

COMMUNICATING

EFFECTIVELY & continue thru lessons until time is called.

Let's Talk Proctored Assessment

- **Assessment Duration:** Set automatically for a 60-minute session.
- **Flexible Timing:** Extension options available to accommodate classroom or student needs.
- **Split Sessions:** Can be divided into two sittings.
- **Save & Exit:** Holds every student exactly where they are in the assessment to pick up again at another time.
- **Testing Season:** As you enter the fourth quarter, consider using "testing blocks" for review sessions and Florida Ready to Work assessments when state exams are not being administered.

The screenshot shows the 'ASSESSMENT' header with a 'GO' button. Below is the title 'Digital Skills – Assessment'. A progress bar for 'Work Ready Digital Skills' is at 0%, with a 'Not Taken' status and a refresh icon. At the bottom, it shows 'eBadges: 0 / 1' and a 'Not Started' status with a refresh icon. A large 'Learner View' watermark is diagonally across the screen.

The screenshot shows the 'ASSESSMENT' header with a 'GO' button. Below is the title 'Soft Skills – Assessment'. A progress bar for 'Work Ready Soft Skills' is at 0%, with a 'Not Taken' status and a refresh icon. At the bottom, it shows 'eBadges: 0 / 1' and a 'Not Started' status with a refresh icon. A large 'Learner View' watermark is diagonally across the screen.

Proctor View

To use **‘Save and Exit’** the proctor will select each student they want to **‘Save and Exit’** for in the monitoring grid and then select **‘Save and Exit’** from the **‘Actions’** drop down.

Work Ready Digital Skills - 1 Students

☐

Student

Activity

Status

Active

Current Item number

<input checked="" type="checkbox"/>	Adams, Amy			4
-------------------------------------	------------	--	--	---

Confirm Action

This action saves answers for the following student(s) and closes the test. Are you sure you want to do this?

Adams, Amy

Cancel

Confirm

After confirming the action, the proctor control panel will look like this. *Notice the status of the student.

Work Ready Digital Skills - 1 Students

☐

Student

Activity

Status

Active

Current Item number

<input checked="" type="checkbox"/>	Adams, Amy	Work Ready Digital Skills	⏸		4
-------------------------------------	------------	---------------------------	---	--	---

Student View


After the proctor confirms the action, students will see the following message.
A countdown from zero will begin and the system will announce their progress is saved.

Work Ready Digital Skills (Amy Adams)

Remote control activated



Your activity has been paused and saved by your administrator and will exit in 25 seconds.

The student will be automatically be redirected back to their Assessment tile and the arrow shows the assessment is still active. From this point the student can close the computer down. The proctor will leave the assessment assigned to each student and instruct them to pick up where the left off in the next class.

 **Credential Progress**

If you haven't completed the tutorial before, please start there for valuable information about the assessment and online navigation. **Good luck!**

→ **Navigation Tutorial**

Assessment	Status	Ebadge	Achievement
Work Ready Digital Skills	 Assessment		

Adult Education Implementation

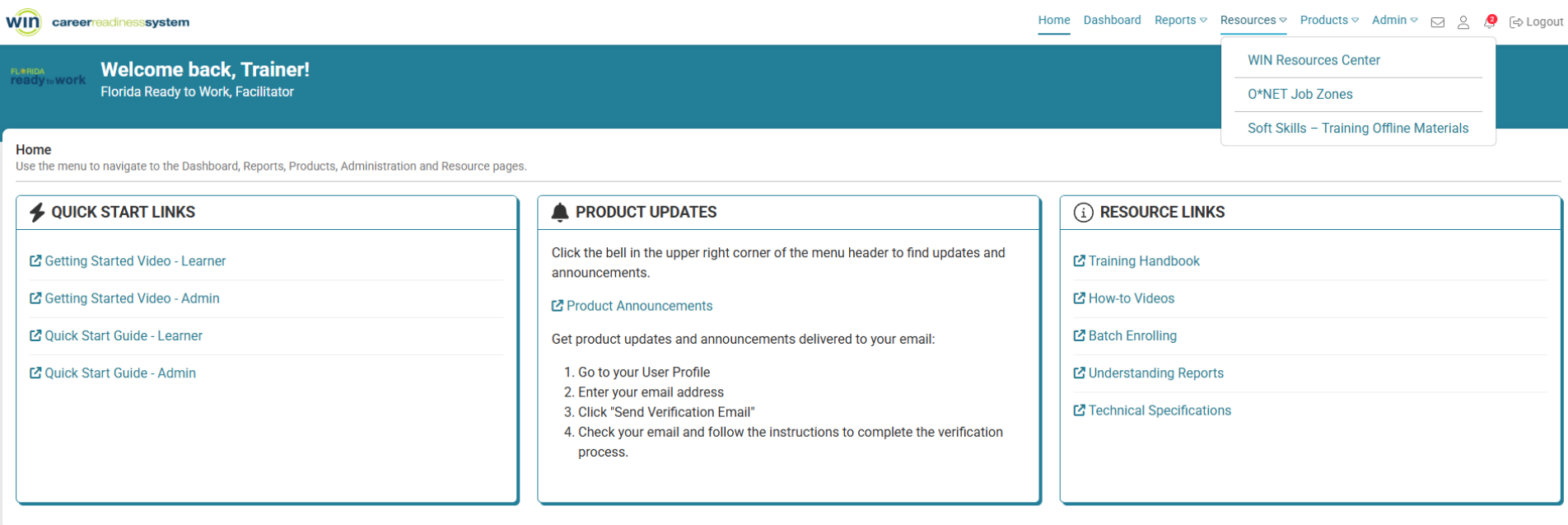
Just for Adult Educators

- Use the *Florida Adult Education Employability Curriculum Alignment to Florida Ready to Work* to match curriculum standards to Florida Ready to Work lessons
 - Access the crosswalk at FloridaReadytoWork.com/resources
- Incorporate Florida Ready to Work into your IET Plans
 - Training counts towards workforce preparation activities

Resources

Portal Resources

Links can be found from header – under RESOURCES



The screenshot shows the Florida Ready to Work Trainer Portal. At the top, there's a navigation bar with links: Home, Dashboard, Reports, Resources (highlighted), Products, Admin, and a Logout button. Below the navigation bar, a welcome message reads "Welcome back, Trainer! Florida Ready to Work, Facilitator". A dropdown menu for "Resources" is open, showing "WIN Resources Center", "O*NET Job Zones", and "Soft Skills – Training Offline Materials". The main content area is divided into three columns: "QUICK START LINKS" with links for Getting Started Video and Quick Start Guide for both Learner and Admin; "PRODUCT UPDATES" with a bell icon, instructions on how to find updates, a link for Product Announcements, and a list of steps to receive email updates; and "RESOURCE LINKS" with links for Training Handbook, How-to Videos, Batch Enrolling, Understanding Reports, and Technical Specifications.

WIN careerreadinesssystem

Home Dashboard Reports **Resources** Products Admin Logout

FLORIDA
ready to work

Welcome back, Trainer!
Florida Ready to Work, Facilitator

WIN Resources Center

O*NET Job Zones

Soft Skills – Training Offline Materials

Home
Use the menu to navigate to the Dashboard, Reports, Products, Administration and Resource pages.

QUICK START LINKS

- Getting Started Video - Learner
- Getting Started Video - Admin
- Quick Start Guide - Learner
- Quick Start Guide - Admin

PRODUCT UPDATES

Click the bell in the upper right corner of the menu header to find updates and announcements.

[Product Announcements](#)

Get product updates and announcements delivered to your email:

- Go to your User Profile
- Enter your email address
- Click "Send Verification Email"
- Check your email and follow the instructions to complete the verification process.

RESOURCE LINKS

- [Training Handbook](#)
- [How-to Videos](#)
- [Batch Enrolling](#)
- [Understanding Reports](#)
- [Technical Specifications](#)

- Offline Materials – Facilitator Guides & Learner Activities
- Career Exploration on O*NET

Classroom Resources

After the webinar, the recording and slides will be posted at www.FloridaReadytoWork.com/resources.

FLORIDA ready to work

HomeEmployability SkillsSoft SkillsDigital SkillsMore

Florida Ready to Work Resources

Florida Ready to Work is delivered in collaboration with the CareerSource Florida network, schools, state colleges, technical centers, adult education, juvenile justice, corrections, community-based organizations, and employers. Implementation Partners enroll individuals in Florida's career readiness program.

This page is dedicated to providing resources for Implementation Partners. These resources are available for free and maybe personalized.

Marketing Materials

2024 Webinar Recordings

2025 Webinar Recordings

From Assistance to Achievement: Using Florida Ready to Work with SNAP / WT Participants (CareerSource Florida Network) - March 2025

Corresponding Slides

Empowering Youth: Leveraging Florida Ready to Work for Summer Employment Success (CareerSource Florida Network) - February 2025

Corresponding Slides

New Year, New Goals: Start Strong and Elevate Your Florida Ready to Work Program (CareerSource Florida Network) - January 2025

Corresponding Slides

New Year, New Goals: Start Strong and Elevate Your Florida Ready to Work Program (Education Partners) - January 2025

Corresponding Slides

Newsletters

Guides

Indicating Hope Florida Participants in the Florida Ready to Work Portal - July 2024

Florida Department of Education, Adult Education Employability Curriculum Alignment to Florida Ready to Work - July 2024

Next Steps

- Want to learn how to weave Florida Ready to Work into a semester?
Let's connect now for the 2025-26 school year.
- Are you currently using Florida Ready to Work?
If not, raise your hand now and let's get you signed up.
- Using Florida Ready to Work – Have you booked an end of the teacher training?
Contact the Florida Ready to Work Team!
- Register more webinars:
Register at: [FloridaReadytoWork.com/events](https://floridareadytowork.com/events)
- Communicate Florida Ready to Work to students, teachers, and your business partners.
- Visit [FloridaReadytoWork.com/resources](https://floridareadytowork.com/resources) to get resources for promoting the program.
- **And get started!**



Florida Ready to Work
Customer Service Help Desk
customerservice@floridareadytowork.com
888.717.9461

Mariellen Batchelor
mbatchelor@floridareadytowork.com
407.212.7617
Central Florida

Valencia Strowder
vstrowder@floridareadytowork.com
904.200.0990
North Florida

Holly McFadden
hmcfadden@floridareadytowork.com
754.235.7626
South Florida

Tiffany Vause
tvause@floridareadytowork.com
850.766.4646
Panhandle

floridareadytowork.com

Customer Feedback Survey



Webinar Topic Survey

