



Empowering Your Youth with Florida Ready to Work for Summer Employment Success

May 21, 2025

floridareadytowork.com

Agenda

- Introductions - Meet the Florida Ready to Work Team
- Overview of Florida Ready to Work
- Benefits for Participants
- Ways to Implement
- Make a Plan
- Questions/Answers

Overview

- State-sponsored online **career readiness training** and **credentialing solution**
- Research-based **soft skills, digital skills, and academic employability skills** that underpin all career pathways
- 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

Summer Youth Career Readiness Initiative

Soft Skills

4 Modules: Communicating Effectively,
Conveying Professionalism, Teamwork,
Problem-Solving

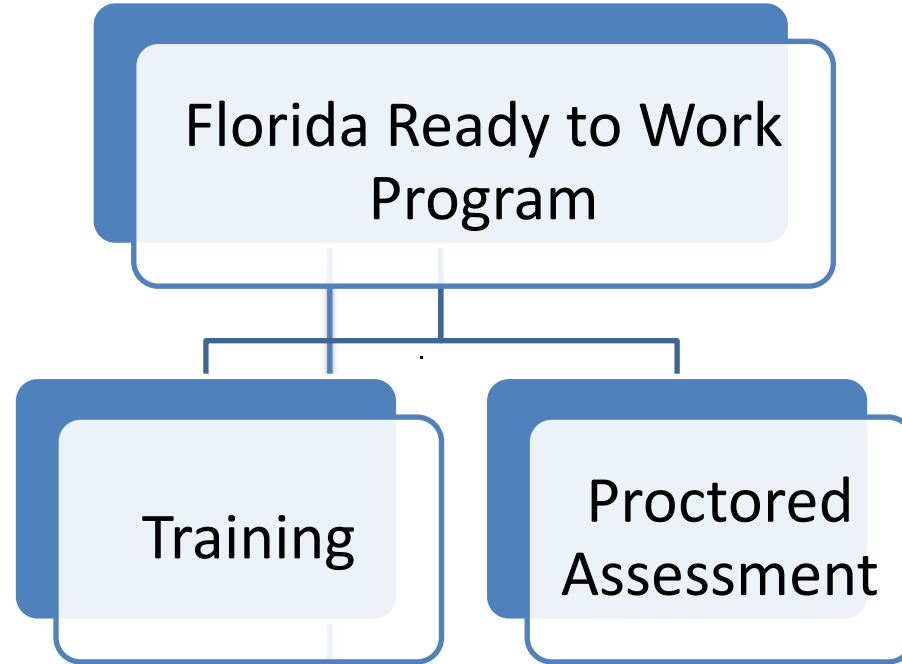
Digital Skills

5 Modules: Computer Operations, Internet
Browsing, Digital Communication, Digital
Documents, Digital Security

Online Training
Proctored Assessment



Florida Ready to Work: Two Part Program



Florida Ready to Work: Two Part Program

Training

- Career contextualized content; self-paced, self-directed
- Available 24/7 from smart device- mobile friendly with internet access
- Training is in English & Spanish with audio accessibility

Proctored Assessment

- 1-hour online assessment / scores populate in real time
- Extended time up to 2 hours
- Test can be retaken – NO limit
- Offered in English only
- Proctor in person or virtual

Summer Youth Program: When to Assign Florida Ready to Work

- Make earning the Florida Ready to Work credential a prerequisite for the Summer Youth job placement.
 - Assign Florida Ready to Work training
- Tell YOUR Business Community the benefits of using Florida Ready to Work so they're more encouraged to take a chance on your youth participants.

Benefits for Participants

- Youth are one step closer to being ready for summer employment by earning a state sponsored credential
- Builds their confidence level through effective communication, critical thinking, professional and refreshed computer skills
- Skills can be added to their resume to enhance and market themselves to employers

Digital Badging

- Share Florida Ready to Work Achievements electronically & on social media
- Employers can verify learners' achievements in real time
- Learners MUST provide an email address to be able to access digital badging



Florida ready to work

Suggested Credentials Sign in

Florida Ready to Work

Florida Ready to Work Credential - Soft Skills

SHARE PDF EMAIL EMBED HELP MORE

Sign in to access more options

M3 Melissa Xiong
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

Share Credential
Show this credential on your social network

f t w i

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

Florida Ready to Work Orientation

Talk about ‘What makes a great employee?’

1. Employer Expectations
 - Top Skills Employer Look For
 - Sample Job Descriptions
 - Ask students about their afterschool jobs or alternative jobs (volunteer work, chores at home)
2. Overview of Florida Ready to Work skills training
 - Explain the training / assessment
3. Training Assignment Details – **Make a Plan** – set deadline dates
4. Demo the Learner Dashboard to get started – Play ‘Get Started’ video

What to Say When a Youth Participant asks Why?

Sample Script:

Employers want to hire individuals that have qualities that make them great workers. That's not always just the special skill for the work, but someone to join their workplace community.

Nearly 90% of Florida's workforce leaders struggle to find people with the right skills, like being on time, taking responsibility, and having good math and reading abilities.

Imagine working at a construction company and impressing your boss by finishing projects on time, or at a restaurant where you quickly calculate bills and read orders correctly. Plus, having a positive attitude leads to awesome performance! The Florida Ready to Work career readiness solution helps you build these important skills. By taking this training, you can show you're ready to find your place then show up, step up, succeed, and advance in your job.

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.

Nagle, Richard. (2017 January). Hiring, retention and training: Employers' perspectives on trade and soft skills Foundational Skills*

Florida Ready to Work in One Week

Based on 1 hour a day on computer

Day 1: Florida Ready to Work Orientation

- Introduce the Module Pretests
- Assign training lessons for homework

Days 2 - 4: In class training

Day 4: Review posttests scores to prepare for the assessment.

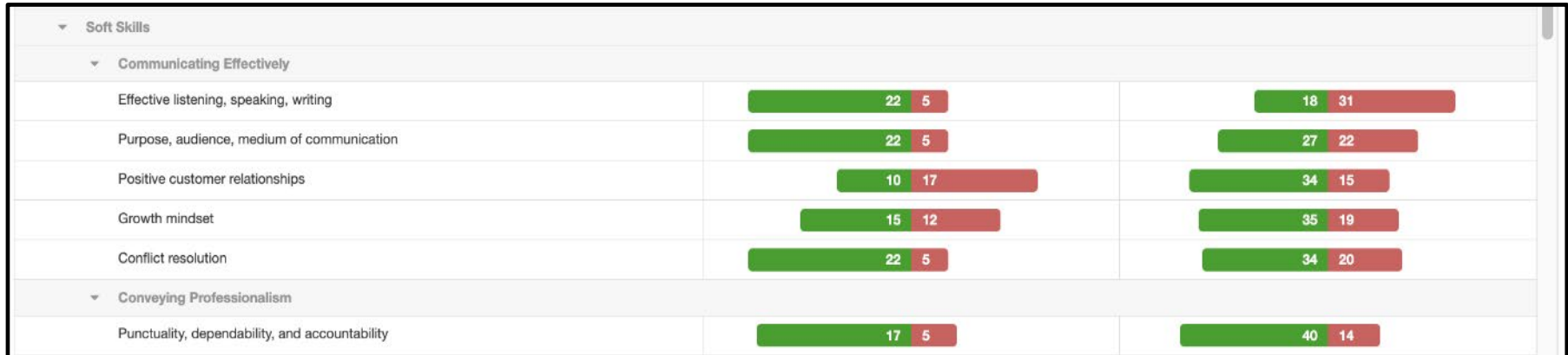
Day 5: Administer Proctored Assessment to earn the credential.

Courseware Progress			
Module	Progress	Ebadge	Latest Score
Communicating Effectively	Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Posttest		10 Posttest 4/21/2022
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		30 Pretest 7/12/2022
Thinking Critically and Solving Problems	Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Posttest		

Courseware Progress			
Module	Progress	Ebadge	Latest Score
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		

Objective Based Reports

Summary report shows the number of learners in the selected organization who have **mastered** | **not mastered** the objectives in the selected date range for the training and/or assessment.



Activity Reports

- Reports show all activity associated with a Learner across product offerings.
- Detailed date / session time tracking of Learner's progress, learning gains, and readiness for assessments.

Name ↑		Product ↑											
Date Completed	↑2	Session Time	Module	Content Type	Level	Level Score	Scale Score	eBadge	↑5	Credential	↑3	Certificate	↑4
Name: Anderson, Loni		00:22:00						eBadges: 2		Credential: 1		Certificates: 0	
Product: Academic Skills Assessments		00:08:00						eBadge: 1		Credentials: 0		Certificates: 0	
2023-01-04 04:12:07 PM		00:05:00	Work Ready Reading			1	150						
2023-01-04 04:17:13 PM		00:03:00	Work Ready Reading			1	150						
2023-01-04 04:17:13 PM			Work Ready Reading					Achievement Level 1					
Product: Digital Skills Assessment		00:14:00						eBadge: 1		Credential: 1		Certificates: 0	
2022-01-18 09:39:56 AM		00:14:00	Work Ready Digital Skills			0	216						
2022-01-18 09:39:56 AM			Work Ready Digital Skills					Earned					
2022-01-18 09:39:56 AM										Earned			

Benefits for Employers

- Better prepared youth employees
 - Improve communication and listening skills
 - More dependable and motivated to work
 - Time Management/Punctuality- prioritize responsibilities
 - Demonstrate strong leadership skills
 - Basic computer operational knowledge
- Reduced training time on-site
 - Interns are more confident in their abilities to perform the job
 - Willingness to ask questions in order to understand the task
- Less negative interactions / coaching moments
 - Positive attitude = great performance

Make a Plan

Set a goal for your youth participants.

- Make Florida Ready to Work a prerequisite for Summer Youth program.
- Introduce the Florida Ready to Work Orientation - How to incorporate Florida Ready to Work into your delivery.
- We encourage Soft Skills and/or Digital Skills to ensure students have the confidence to navigate technology and are professional in the workplace.
- **Incentive:** Those that the earn the credential move to the top of the list for premium job placement.

Questions

CareerSource Florida Network – Reminders

- Customer Service Team – 888-717-9461, Option 3
- CareerSource Florida Monthly Introduction / Training Webinar
 - Last Wednesday of the month; May 28, 2025 at 11 a.m.
- Next CareerSource Florida Network Webinar –
 - **Diving into Digital Skills with Florida Ready to Work**
Wednesday, June 18, 2025 – 11 a.m.
 - Visit www.FloridaReadytoWork.com/Events

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