

Day	Activity	Notes/Recommendations
Day 1	Introduction to Florida Ready to Work	Before beginning, take time to test participant logins, confirm access to the Florida Ready to Work platform, and assist with any password updates. Use this opportunity to explain the importance of the training and credentials—highlighting how they build essential workplace skills and support participants’ future career success.
	Begin Digital Skills Modules 1-5 Pretests	
Day 2	Computer Operations	
Day 3	Internet Browsing	
Day 4	Digital Communication	
Day 5	Digital Documents Part 1	
Day 6	Digital Documents Part 2	
Day 7	Digital Security	
Day 8	Take the Digital Skills Assessment	Allocate at least 60 minutes for participants to complete the assessment.
Day 9	Digital Skills Review	Allow time for participants to review the training and focus on improving specific objectives. They can use their objective-based reports to guide them.
Day 10	Assessment retakes	If any participants do not need to retake the Digital Skills Assessment you can move on to Soft Skills (Day 11) or have them engage with the Academic Employability placement tests.
Day 11	Begin Soft Skills Modules - Communicating Effectively – Lesson 1	
Day 12	Communicating Effectively – Lesson 2	
Day 13	Communicating Effectively – Lesson 3 & 4	
Day 14	Communicating Effectively – Lesson 5	
Day 15	Conveying Professionalism – Lesson 1	

Day 16	Conveying Professionalism – Lesson 2	
Day 17	Conveying Professionalism – Lesson 3	
Day 18	Conveying Professionalism – Lesson 4	
Day 19	Conveying Professionalism – Lesson 5	
Day 20	Conveying Professionalism – Lesson 6	
Day 21	Conveying Professionalism – Lesson 7	
Day 22	Promoting Teamwork & Collaboration – Lesson 1	
Day 23	Promoting Teamwork & Collaboration – Lesson 2	
Day 24	Promoting Teamwork & Collaboration – Lesson 3	
Day 25	Thinking Critically & Solving Problems – Lesson 1	
Day 26	Thinking Critically & Solving Problems – Lesson 2	
Day 27	Thinking Critically & Solving Problems – Lesson 1	
Day 28	Soft Skills review	Select two modules to revisit using the post tests as review tools. Use your group’s objective-based reports to identify which modules or skills to revisit and guide targeted instruction.
Day 29	Soft Skills Assessment Day	Allow at least 60 minutes for participants to complete the assessment.
Day 30	Soft Skills Assessment Retakes (as needed)	Guide participants to review the training and focus on improving specific objectives thru objective based reports.

****This plan is modeled for 45-minute sessions.**