

Florida Ready to Work

Soft Skills

Pacing Guide

More than 80 percent of Florida business leaders, across industry sectors,

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emphasized the importance of employability skills. These skills which include communication, critical thinking, and problem solving are universally valuable work competencies that are essential to adapting to shifting demands within and between careers.

— FLORIDA CHAMBER OF COMMERCE, 2020

Florida Ready to Work (FRW) is a career ready program that provides employability and soft skills training. Those who successfully complete the soft skills training program earn a **Florida Soft Skills Credential** signed by Florida's sitting governor. The program is sponsored and funded by the State of Florida and is administered by the Florida Department of Economic Opportunity.

It is offered by Broward College Employment Solutions.



EmploymentSolutions@broward.edu



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How to get credentialed

FRW provides the Essential Soft Skills Training to prepare for the Florida Soft Skills Assessment.

Participants who pass the 60-minute, 39-question Assessment with a scale score range of 203-260 can earn the **Florida Soft Skills Credential**. Credentialed participants can print their signed certificate and receive a micro-credential e-badge.

The **Florida Soft Skills Credential** validates essential workforce competencies: Communicating Effectively, Conveying Professionalism, Promoting Teamwork and Collaboration, and Thinking Critically and Solving Problems.

Your Next Steps:

- Provide Employment Solutions your **full name** and **email address** for FRW account creation.
 - Complete the self-paced Essential Soft Skills Training with the assistance of this guide.
 - Ask Employment Solutions for Florida Soft Skills Assessment appointment scheduling instructions.
 - Take and pass the assessment to get credentialed!
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Choose a track

The Essential Soft Skills Training is offered in four modules, each starting with a pretest and ending with a posttest. When all four modules are completed with a passing score of 80% on the posttest, participants earn a Certificate of Completion for the training.

On the next pages you will see three different options for pacing tracks. These serve as guides to follow and complete the training in one week, two weeks, or one month. You can choose to complete more or less tasks than outlined per day. The options for two weeks and one month have weeks noted vertically next to seven-day calendar weeks.

Option 1: Complete Training in <u>One Week</u>	Option 2: Complete Training in <u>Two Weeks</u>		Option 3: Complete Training in <u>One Month</u>
<p>Day 1: Communicating Effectively Pretest Lessons 1-3</p>	<p>Week One</p>	<p>Day 1: Communicating Effectively Pretest Lesson 1</p>	<p>Day 1: Communicating Effectively Pretest</p>
		<p>Day 2: Communicating Effectively Lessons 2 & 3</p>	<p>Day 2: Communicating Effectively Lesson 1</p>
		<p>Day 3: Communicating Effectively Lessons 4 & 5</p>	<p>Day 3: Communicating Effectively Lesson 2</p>
			<p>Day 4: Communicating Effectively Lesson 3</p>
			<p>Day 5: Communicating Effectively Lesson 4</p>
			<p>Day 6: Communicating Effectively Lesson 5</p>

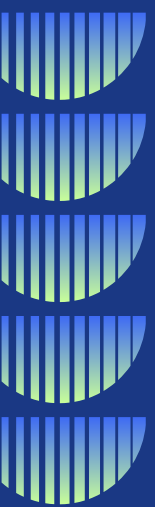


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Stay Focused

Option 1: Complete Training in <u>One Week</u>	Option 2: Complete Training in <u>Two Weeks</u>		Option 3: Complete Training in <u>One Month</u>	
<p>Day 2: Communicating Effectively Lessons 4 & 5, Posttest</p> <p>Conveying Professionalism Pretest</p>	Week One	<p>Day 4: Communicating Effectively Posttest</p> <p>Conveying Professionalism Pretest</p>	Week One	<p>Day 7: Communicating Effectively Posttest</p>
<p>Day 3: Conveying Professionalism Lessons 1-4</p>		<p>Day 5: Conveying Professionalism Lessons 1 & 2</p>	Week Two	<p>Day 1: Conveying Professionalism Pretest</p>
		<p>Day 6: Conveying Professionalism Lessons 3 & 4</p>		<p>Day 2: Conveying Professionalism Lesson 1</p>
				<p>Day 3: Conveying Professionalism Lesson 2</p>
				<p>Day 4: Conveying Professionalism Lesson 3</p>
				<p>Day 5: Conveying Professionalism Lesson 4</p>

IT WILL BE WORTH IT!
NO TIME TO WASTE!





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Keep Going

Option 1: Complete Training in <u>One Week</u>	Option 2: Complete Training in <u>Two Weeks</u>		Option 3: Complete Training in <u>One Month</u>	
Day 4: Conveying Professionalism Lessons 5-7, Posttest	Week One	Day 7: Conveying Professionalism Lessons 5 & 6	Week Two	Day 6: Conveying Professionalism Lesson 5
Day 5: Promoting Teamwork & Collaboration Pretest, Lessons 1-3		Day 1: Conveying Professionalism Lesson 7, Posttest		Week Three
	Day 2: Promoting Teamwork & Collaboration Pretest, Lesson 1	Day 1: Conveying Professionalism Lesson 7		
	Day 3: Promoting Teamwork & Collaboration Lessons 2 & 3	Day 2: Conveying Professionalism Posttest		
	Day 3: Promoting Teamwork & Collaboration Pretest			
	Day 4: Promoting Teamwork & Collaboration Lesson 1			
	Day 5: Promoting Teamwork & Collaboration Lesson 2			
Day 6: Promoting Teamwork & Collaboration Lesson 3				

YOU'RE ALMOST THERE!





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Finish Strong

Option 1: Complete Training in <u>One Week</u>	Option 2: Complete Training in <u>Two Weeks</u>	Option 3: Complete Training in <u>One Month</u>		
<p>Day 6: Promoting Teamwork & Collaboration Posttest</p> <p>Thinking Critically & Solving Problems Pretest, Lessons 1 & 2</p>	<p>Week Two</p>	<p>Day 4: Promoting Teamwork & Collaboration Posttest</p> <p>Thinking Critically & Solving Problems Pretest</p>	<p>Week Three</p>	<p>Day 7: Promoting Teamwork & Collaboration Posttest</p>
		<p>Day 5: Thinking Critically & Solving Problems Lessons 1 & 2</p>		<p>Day 1: Thinking Critically & Solving Problems Pretest</p> <p>Day 2: Thinking Critically & Solving Problems Lesson 1</p> <p>Day 3: Thinking Critically & Solving Problems Lesson 2</p>
<p>Day 7: Thinking Critically & Solving Problems Lessons 4 & 5, Posttest</p>		<p>Day 6: Thinking Critically & Solving Problems Lessons 4 & 5</p>	<p>Week Four</p>	<p>Day 4: Thinking Critically & Solving Problems Lesson 3</p>
		<p>Day 7: Thinking Critically & Solving Problems Posttest</p>		<p>Day 5: Thinking Critically & Solving Problems Lesson 4</p> <p>Day 6: Thinking Critically & Solving Problems Lesson 5</p> <p>Day 7: Thinking Critically & Solving Problems Posttest</p>