



# Overview of Workplace Readiness Training

## What is Workplace Readiness?

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Workplace readiness is defined as a set of skills and behaviors necessary for any job. These are the skills employers are looking for in job candidates and their employees. Workplace readiness skills are often referred to as soft skills, employability skills, or job preparation skills. These skills help students become competitive job candidates and successful employees. Through participation in Workplace Readiness Training, students will learn and build a general understanding of how they are perceived by their supervisor and co-workers.

## Purpose of Workplace Readiness Training

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- Gives students the opportunity to learn and practice specific skills that can lead to successful employment outcomes
- Teaches soft skills, social skills, and interpersonal skills that are required at many jobs
- Provides the opportunity for students to develop the communication, social, and professional skills needed to be successful in the workplace
- Leads to an increase in students obtaining their employment related goals

## Examples of Skills Learned During Workplace Readiness Training

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### **Social/Interpersonal Skills**

- Communication
- Positive attitude
- Teamwork
- Problem solving
- Active listening
- Decision making
- Conflict resolution
- Body language
- Professionalism



## **Independent Living Skills**

- Hygiene and self-care
- Time management
- Healthy lifestyle
- Using a cell phone
- Using transportation
- Money management
- Nutrition/meal preparation
- Accessing community
- Services & supports
- Community participation
- Community safety
- Developing friendships
- Appropriate dress

## **Social/Interpersonal Skills**

- Communication
- Positive attitude
- Teamwork
- Problem solving
- Active listening
- Decision making
- Conflict resolution
- Body language
- Professionalism

## **Job Seeking Skills**

- Knowledge of where and how to search for a job
- Examining a job description
- Completing and submitting an application
- Navigating the interview process
- Increased confidence when completing applications, interviewing, and networking

## **Financial Literacy Skills**

- Developing a budget
- Understanding credit
- Knowing the services banks offer
- Developing and managing a budget



- Understanding income and expenses
- Using banking services
- Understanding debt and credit
- Identifying fraud
- Preventing identity theft
- Navigating insurance and benefits options

### **Orientation and Mobility**

- Navigate the community and workplace safely and independently
- Identify and use transportation options available in the community
- Asking for help when using public transportation
- Declining assistance that has been offered when it's not needed

For additional information on Workplace Readiness Training, please visit [NTACT The Collaborative's Workplace Readiness Training page](#)