

Additional Resources

Virginia's Career & Technical Education Resource Center –

1. Under each career/tech course is listed each of the 21 Workplace Readiness Skills including a definition, process/skill questions, related standards of learning, and instructional resources. This is an excellent resource for those in middle to post high grades. <http://www.cteresource.org/verso2/search>
2. Workplace Readiness Skills for the Commonwealth Assessment
<http://www.ctecs.org/va-wrs-assessment.htm>

Effective Integration of Technology and Instructor- Led Training to Promote Soft Skills Mastery

This document discusses the importance of using technology along with instructor-led trainings on “soft skills” or interpersonal skills, such as job interviewing, communication and problem-solving. In addition to e-Learning and Web-based simulations, instructors can assign homework that involves relevant Internet research or other online activities.

<http://www.dol.gov/odep/documents/SoftSkillsMastery.pdf>

Teaching Soft Skills through Workplace Simulations in Classroom Settings

This technical guide describes how to teach soft skills in classroom settings. The premise that soft skills are more important than even the technical and general education backgrounds of workers has been confirmed by not only multiple research projects, but also the daily experiences of teachers, counselors, and job placement professionals working with youth and others who are entering the workforce for the first time. Today, the need to coach new hires about soft skills is an accepted fact among employers and those who prepare individuals for the workforce. <http://www.dol.gov/odep/documents/20100804TeachingInfo.pdf>

Helping Youth Develop Soft Skills for Job Success: Tips for Parents and Families

This InfoBrief discusses the importance of soft skills and offers strategies parents can use to help their child develop skills for employment success.

<http://www.newd-youth.info/information-brief-28>

A Parent's Guide to Teaching Life Skills (Parent Guide) (2001)

“Ready, Set, Fly” is a companion tool for the Casey Foundation’s Life Skills Guide. It covers topics such as money management, social skills, nutrition, self-care, work skills, housing and transportation, community resources, and learning about candidates in elections. This guide helps families help their young adults gain the skills they need to live as independently and as well as possible. <http://www.caseylifeskills.org/pages/res/rsf%5CRSF.pdf>

Skills to Pay the Bills: Mastering Soft Skills for Workplace Success

This curriculum developed by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) focuses on teaching "soft" or workforce readiness skills to youth, including youth with disabilities. The curriculum was created for youth development professionals to use with youth ages 14 to 21 in both in-school and out-of-school environments as an introduction to workplace interpersonal and professional skills. It consists of modular, hands-on, engaging activities that focus on six key skill areas: communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism.

English Version: <http://www.dol.gov/odep/topics/youth/softskills/>

Spanish Version: <http://www.dol.gov/odep/topics/youth/softskills/index-spanish.htm>