

# Workplace Readiness Toolkit

## Questions and Answers

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### What are workplace readiness skills?

Workplace readiness skills are the set of skills all employees need for success in the workforce. These skills include communication, teamwork, integrity, problem-solving, and work ethic, to name a few. Instruction and practice with workplace readiness skills through hands-on experiences is vital to a student's development of these skills. The 18 skill areas covered in the toolkit cover three main areas including:

#### Personal qualities and abilities

- Initiative
- Integrity
- Problem solving

#### Interpersonal skills

- Conflict resolution
- Listening and speaking to others
- Collaborating with team members

#### Professional competencies

- Professionalism
- Efficiency
- Workplace safety

### Why is it important for students to learn workplace readiness skills?

Simply put, workplace readiness skills are the skills that get us hired and keep us employed. For over 30 years, the Commonwealth of Virginia has surveyed employers across the state in a variety of businesses and asked them, "what do you want all your employees to be able to do or what skills do you want them to possess?" Virginia compiled the results into 22 workplace skill competencies.

### Why is it important for teachers and families to enhance their partnership?

When families and teachers work as partners, our students do better in school and at home. It is critical for teachers and families to work together for the purpose of consistency and to create opportunities for skill improvement and progress across all content and environments.

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## **What are the benefits to using this toolkit?**

The home environment presents a wide variety of opportunities for students to practice skills for employment even when they are not at school. Teachers will have the opportunity to share with family members how these skills are taught in the classroom, how they build upon one another, and how they can be reinforced at home. Families will be able to share additional information with teachers on students' individual strengths and areas of need as well as empower students to practice these work skills across various environments. Students will be better prepared for employment as they practice skills at school, home and in the community that are essential to career readiness.

## **Do the activities accommodate a variety of learners?**

This toolkit was designed to be used with almost any student. The activities can easily be modified to meet the needs of the learner and environment. We encourage family members of all ages and abilities to incorporate these activities with their home routine. The toolkit also offers a range of activities to meet the needs or limitations of technology in the home with options to complete activities with or without web-based platforms.

We also included "Strategies to Increase Success". These tips equip families with tools to implement activities with students who are low or non-readers, those with behavior challenges, and students with communication limitations.

Teachers of all grade levels, we encourage you to explore and include workplace readiness skill instruction and activities as part of your curriculum. Checkout [VDOE's CTE Resource Center](http://vdoe.org/cteresourcecenter) website ([cteresource.org/wrs/](http://cteresource.org/wrs/)). This site includes a multitude of activities and resources related to each of the workplace readiness skill areas covered in the toolkit.

## **How can teachers & families access this amazing resource?**

The toolkit is in an accessible PDF format and is located on the Center on Transition Innovations website under Workplace Readiness Skills. If there are any challenges with technology resources in the home, teachers may download and print paper copies of the entire toolkit or individual activity sheets based on which skill is being addressed with students at any given time.