

## Workplace Readiness Skills Training Continuum



### Workplace Readiness Training Skills

One of the five required pre-employment transition services for students with disabilities who need those services and are eligible or potentially eligible for the Vocational Rehabilitation (VR) program is workplace readiness training to develop social skills and independent living. Skills in the area of workplace readiness training may include, but are not limited to the following:

1. communication skills
2. teamwork
3. problem-solving skills
4. interpersonal skills
5. work-ethic
6. flexibility/adaptability
7. technology use
8. orientation and mobility\*
9. financial literacy\*

\*Although orientation and mobility, and financial literacy are not typically listed as workplace readiness skills, they round out the continuum, and are essential skills needed for students with disabilities to be successful in employment and/or a post-secondary education/training program.

## Guiding Questions

1. **Communication skills** - Is the student able to communicate with others in a clear and concise manner verbally by speaking clearly or using a communication device; in written form via text message, reports, etc.; non-verbally using positive body language or facial expressions; visually, by relaying information using pictures and other visual aids; and through active listening in order to actually hear and understand what others are saying?
2. **Teamwork** - Even though the student may prefer to work alone or the job may not require a lot of official team work, does the student understand and appreciate the value of joining forces and working with others if necessary? Is the student able to collaborate with others in performing a job task?
3. **Problem-solving skills** - No matter how large or how small, there are always problems to solve in a workplace setting. Does the student understand how to address an issue related to calling in to work if they are going to be late or absent that day? Does the student know how to find answers to solve problems in the workplace such as not understanding how to complete a task, not getting along with a co-worker or the boss, etc.?
4. **Interpersonal skills** – Can they build and maintain effective relationships with others? Can they handle constructive criticism?
5. **Work-ethic** – Are they dependable? Does the student understand the importance of arriving to work on time, returning from breaks on time, meeting deadlines, and basically doing the job they have been hired to do?
6. **Flexibility/adaptability** – Can they handle change? Is the student able to handle changing schedules, differing job tasks, and a willingness to take on job tasks that might fall outside of what they were hired to do?
7. **Technology Use** – Can they use a smart phone to call, text, email or participate on a platform like zoom or google meet? Can they use a computer or smart phone app to clock in to work, request a day off, etc.?
8. **Orientation and mobility skills/travel training** – Does the student need help in preparing to learn how to travel independently in their home, community, college, or work based learning experience(s), etc.?
9. **Financial literacy skills** – Does the student understand the difference between credit and debt? Can they define income, expenses or a budget? Do they know how to actively manage their money? Does the student know about a savings account or an ABLE account if they receive SSI?