

## BUSINESS COMMUNITY:

The **READY2WORK** Certificate can be used as a pre-requisite for entry-level employees. Training is provided at nominal to no cost to the participant, and requires an investment of time, and willingness to learning new skills.

Individuals who successfully complete the **READY2WORK** program are more prepared to become productive employees as they receive training in soft skills that will improve employee retention, time management, problem solving skills, critical thinking techniques, and much more. **READY2WORK** participants are monitored on: Attendance, Punctuality, Attitude, and Motivation.

Graduates of the **R2W** program have successfully advanced through experiential learning activities to prepare them to excel in the workplace. This talent is more likely to show dedication, initiative, and are Ready to Work for YOU!

For more Information on becoming a business and industry partner visit: <https://www.deerfield-beach.com/1778/Workforce-Development>

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**READY2WORK**

# READY2WORK

## INFORMATION GUIDE



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Economic Development Department

### THE PROGRAM

The **READY2WORK** Program has been designed to assist participants in attaining employment opportunities by developing key soft skills to maximize access to careers with growth potential.

### ELIGIBILITY

To guarantee workshop dynamics this program is open to 30 individuals. To be eligible, candidates must:

- Be willing to commit to complete the program and the follow up in the determined time frame.
- Have a desire to take advantage of and be able to benefit from the value-added services and guidance provided through the program.

### ENROLLMENT

**Classes Start September 21st**

**FEE: FREE**

For detailed enrollment requirements and to access the online application, please visit: <https://www.deerfield-beach.com/1781/Ready2Work-Program>

### CREDENTIALS

Certification Requirements include:

- 100% Attendance and excellent punctuality rate.
- Satisfactory achievement of work ethic, organizational skills, attitude, and motivation.

Upon successful completion of the **R2W** program, graduates will receive two certificates of completion issued by Dale Carnegie and the City's Department of Economic Development.

### CURRICULUM

5 weeks / Saturdays / 08:30 - 10:30 am

#### Foundation for Success

This module assists attendees in the establishment of a personal vision to welcome new challenges.

#### Time Management

This module assists attendees in understanding how time is spent and focus efforts on critical issues.

#### Interpersonal Competencies

This module examines the role that interpersonal relationships play in career success.

#### Attitudes for Service

This module shows attendees how to understand expectations, go above and beyond, and being a customer advocate.

#### Job Searching Success

Coaching on resume preparation and job search techniques.

**Individuals that develop key soft skills will be better able to effectively identify, use, and communicate their strengths, relate to others, make decisions to achieve their own goals, as well as contribute to their workplaces and communities.**

*United States Agency for International Development*