

RESOURCES FOR: Soft Skills Programs

Each county must have a program for secondary students and postsecondary adults to address the soft skill needs of employers in the area. These programs may be developed by the local school district(s), other education partners, community colleges, community organizations, private vendors, etc.

Secondary Students

Several local school districts in Kentucky have “work ethic seal” programs which may meet the secondary student requirements of the Work Ready criteria. Some of these programs are designed and administered by the schools, while others are administered by community organizations such as a Chamber of Commerce or Economic Development organization. They include, but are not limited to:

Mercer County	Southwestern (Pulaski County)	Boyle County
Warren County	McCracken County	Corbin
Bowling Green	Paducah	Williamsburg
Pulaski County	Clark County	Mt. Sterling
Somerset		Glasgow

If your district has a work ethic seal or other soft skills program that could be a model for others and it is not listed here, please email us at: workready@ky.gov

Postsecondary Adults

The postsecondary adult soft skills program should be designed around the expressed needs of employers in your area. You may wish to contact Kentucky Adult Education or institutions of higher learning in your area (www.cpe.ky.gov) for assistance with developing such a program. A search of the World Wide Web will also result in a variety of for-profit organizations engaged in this type of training.

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

This curriculum developed by the Office of Disability Employment Policy at the U.S. Department of Labor, helps teach youth those important soft skills or workforce readiness skills. It is created for youth development professionals as an introduction to workplace interpersonal and professional skills, targeted at youth ages 14 to 21 in both in-school and out-of-school environments. It is a modular, hands-on curriculum with engaging activities and fun games that focus on six key skill areas: communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism. The curriculum can be

used to supplement existing soft skills exercises or used on its own. To view the curriculum, visit: (<http://www.dol.gov/odep/topics/youth/softskills/>)