Kentucky Career Center
Vocational Rehabilitation

CDPVTC Training Area

Job Readiness Training

Job Readiness Training is available to individuals who have never worked before, have had sporadic work histories, have not worked in a long time, or have behavioral/attitude issues that need to be addressed in order to obtain and maintain employment. This program is designed to improve work-related behaviors and enhance interpersonal skills.

Program Features

Structured job readiness tasks designed to develop basic work habits, skills, and attitudes necessary for vocational training or employment that focus on the following:

- Attendance & Punctuality
- Accepting Constructive Criticism
- Work Quality
- Work Quantity
- Supervisor Relations
- Co-Worker Relations
- Job Tolerance
- Flexibility in Job Assignments
- Following Work Rules & Regulations
- Following Instructions
- Appropriate Dress & Hygiene
- Cooperation
- Communication
- Decision Making Skills
- Initiative

Building Essential Workplace Skills

Students will participate in classroom instruction on various soft skills, the WIN Learning courseware, academic remediation, and a variety of basic work activities. All of this will be used to instruct and assess the students' abilities to be work ready and mastery of soft skills. Via the WIN Learning courseware students will have the opportunity to earn the Workplace Essential Skills Certificate (WESC), the Kentucky Career Readiness Certificate (KCRC), and the Digital Skills Certificate.

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To learn more about this program and others, please scan the QR code.

TEAM KENTUCKY
EDUCATION AND LABOR CABINET

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