



SOFT SKILLS

The State of Florida recognizes

Alexander Corrigan

for demonstrating foundational soft skills including
Communicating Effectively, Conveying Professionalism,
Promoting Teamwork and Collaboration, and Thinking Critically and Solving Problems.

FLORIDACOMMERCE

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Ron DeSantis, Governor
State of Florida

Endorsed by the National Work Readiness Council

Florida Ready to Work Credential - Soft Skills

The credential is based on a proctored career readiness assessment validating mastery of the foundational work habits and situational judgement skills commonly required for most jobs according to the U.S. Department of Labor O*NET Job Zone Framework. The holder of this credential has demonstrated work ready skills including:

Communicating Effectively

- Understand the elements of effective listening, speaking, and writing
- Consider the purpose, audience, and medium of communication, including email etiquette, texting, and social media
- Understand the role of the customer and develop positive customer relationships
- Adopt a growth mindset and become an active learner
- Demonstrate strategies for conflict resolution

Conveying Professionalism

- Build trust through punctuality, dependability, and accountability
- Demonstrate integrity, initiative, and a strong work ethic
- Represent the organization in the workplace and beyond with pride and professionalism
- Develop organizational skills and effective work habits
- Manage time effectively and prioritize tasks
- Use common technology and choose tools to fit tasks
- Develop basic business acumen

Promoting Teamwork and Collaboration

- Recognize the characteristics of an effective team member
- Develop leadership skills
- Recognize, celebrate, and incorporate individual diversity and differences in the workplace

Thinking Critically and Solving Problems

- Adapt to new information and circumstances
- Make decisions with logic and reason
- Demonstrate awareness of systems and design for improvement
- Use a cycle of inquiry to investigate a problem
- Evaluate and interpret data sources and visual displays

For information about the O*NET Job Zone Framework, visit <https://onetonline.org/help/online/zones>.

This credential is issued by Florida Ready to Work, a research-based foundational career readiness training, assessment, and credentialing program sponsored by the State of Florida; administered by the Florida Department of Commerce (floridajobs.org); and endorsed by the National Work Readiness Council (nwrc.org), an independent national nonprofit workforce development, training, and advocacy organization.

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