



## **Ready2Work Program Guidelines**

### **Background**

One of the City's Economic Development strategies is to create new job opportunities for Deerfield Beach residents by developing intensive, industry-specific job training and education programs. The Department of Economic Development works collaboratively with community partners to ensure that Deerfield Beach has a qualified workforce that attracts, retains and expands industries, while enhancing the quality of life in the City.

This program is also in line with the Florida Strategic Plan for Economic Development, which recommends actions aligning education and workforce development programs to foster employment opportunities and develop and retain talented workers with the skills to meet current and future employer needs.

### **Goal**

The main goal is to assist unemployed and underemployed Deerfield Beach residents in attaining employment opportunities with the development of soft skills that will ultimately lead to self-sufficiency, and to maximize access to opportunities that launch careers with advancement potential. The City will also work with area employers to accept Ready2Work certificates earned by those completing the program.

### **Program**

The City is bringing partners together to address the challenges facing tomorrow's workforce and developed the following program components.

1. The Driving Career Success workshop series consist of four two-hour workshops by Dale Carnegie applying proven principles in an engaging, high-energy, collaborative learning environment with the following topics:
  - a. Foundation for Success: This module assists attendees in the establishment of a foundation for personal and professional growth and achievement by creating a personal vision to welcome new challenges.
  - b. Time Management: This module assists attendees in understanding how time is spent and focus efforts on critical issues.
  - c. Interpersonal Competence for Career Growth: This module examines the role that interpersonal relationships play in career success.
  - d. Attitudes for Service: This module shows attendees how the creation and maintenance of a customer service attitude involves understanding expectations, going above and beyond, and being a customer advocate.

2. Coaching on resume preparation for the attendees that successfully completed the workshop series, and an orientation on job search techniques.

## **Deliverables**

In addition to great training attendees receive:

- Participant Manual
- Certificate from the Dale Carnegie Institute
- Certificate of Completion from the City of Deerfield Beach

## **Eligibility Criteria**

To guarantee workshop dynamics this program is open to 30 Deerfield Beach residents.

- Candidate must be a full-time resident of Deerfield Beach.
- Candidate must meet one of the following criteria:
  - Unemployed: Proof of unemployment status
  - Underemployed: With a salary no higher than 24k
- Candidate must commit to complete the program and in the determined time frame.
- Candidate must desire to take advantage of and be able to benefit from the value-added services and guidance provided through the program.
- Priority will be given to candidates residing in low-income census tracts.

## **Application and Intake**

- Online or paper application containing:
  - Candidate information
  - Proof of unemployment or underemployment
    - Verified by an award letter from the state workforce agency for the unemployed, or
    - Proof of income for underemployed.
  - A brief statement explaining their fit and expectations.
  - Proof of residence in the City
- Intake Interview and Agreement

## **Tuition and Fee Waiver**

The program has a nominal cost of \$50. The City grants permission to waive course fee if the individual meets one of three criteria listed below.

- Currently unemployed.
- Received notification of a pending layoff.
- Working and earn wages at or below 200 percent of the federal poverty guidelines as per the [federal register](#).