

Section VII. TYPE OF TRAINING and SOFT SKILLS/EMPLOYABILITY SKILLS INCLUSION

Eligible adults and dislocated worker job seekers have access to a variety of educational and occupational programs/services including:

- assessment,
- testing,
- job search assistance,
- access to labor market information,
- soft skill training,
- classroom training,
- on-the-job training,
- customized training,
- apprenticeship training,
- pre-apprenticeship training,
- job search assistance
- supportive services

Prior to a commitment to enrollment in training, job seekers must participate in our 40-hour soft-skills program. The County of Union contracted with Union County College Industry Business Institute to develop a soft-skills curriculum geared to employers' requirements. It is anticipated that this customized soft skills training program will eventually be offered throughout all workforce customer engagements.

As stated in Section IV, the soft-skills training program has been well received and led to employers feeling more and more confident that candidates recommended by the Workforce Innovation Business Center and Union County College's workforce development and continuing education programs will have professional dispositions and be ready for employment.

S-25. Based on the warm reception and excellent results experienced in this new endeavor, the Board intends to expand the use of Soft Skill training, and develop a Spanish version. (Aligned with Goal 5-Employer Engagement)

□ SOFT SKILLS >> OJT

The Workforce Innovation Business Center will continue to obtain copies of all Individual Employment Plans and certifications from the AJC for all Adult and dislocated workers taking the soft skills training course who are headed *into On-the-Job Training*.

This strategy fast-tracks those with, in most cases, reputable work history, but lacking in soft skill/employability development skills (typically a longer-term employed but dislocated worker).

□ **SOFT SKILLS >> ADULTS / DISLOCATED WORKERS**

Increased use of Soft Skill training to Adults and Dislocated workers are under consideration. Currently, the Workforce Innovation Business Center has been running 10 classes per year, each class serving a minimum of 10 WIOA eligible Adults and Dislocated Workers.

□ **SOFT SKILLS >> WIOA/ TANF / YOUTH PROGRAMS**

The Youth Career Pathway Program shall become the central location for **WIOA and TANF/Out-of-School youth service** opportunities, wherein youth can receive referrals to other funded activities within the county, job readiness, soft skills, financial literacy, and a myriad of foundational career skills necessary for the world of work and post-secondary education.

The Union County Workforce Development Board of Directors and the Board of Chosen Freeholders developed a pilot program for **in-school-youth**—in partnership with Elizabeth High School and the American Job Centers of Union County—wherein the eligible in-school-youth were provided Information Technology (**Attachment L**), Job Readiness, Soft Skills classroom training, as well as a paid work experience to apply the skills being taught.

Coordinating a countywide version of this pilot program shall be one of the strategic program opportunities of the Youth Career Pathway Program.

Spanish Version

A new Soft Skills in Spanish program will be developed this year and will be introduced mid-year.