

Soft Skills Tool Box

CareerSource Brevard web site <http://www.careersourcebrevard.com> :

- Optimal resume or Optimal Cover Letter or Optimal Interview link- <https://careersourcebrevard.com/career-services/pathway-to-finding-a-job/optimal-resume>
- **PROVE IT IBM** assessments offered through CareerSource Brevard at no cost to Brevard businesses, is a nationally respected assessment tool that identifies qualified candidates through tests created by subject-matter experts. There are over 1000 tests available. To try out our assessments, give us a call at 321-504-7600. Link - <https://careersourcebrevard.com/career-services/career-exploration/prove-it>
- **CareerScope Assessment Profile**- measures interests and aptitudes and suggests possible career paths. Call 321-504-7600, link - <https://careersourcebrevard.com/career-services/career-exploration/career-scope>
- **Explore Your Future in Healthcare**: <https://careersourcebrevard.com/career-services/explore-healthcare-careers>
- **Pre-employment Workshop Calendar** link- <https://careersourcebrevard.com/events>

Other Good Free Soft Skills Training Resources

- **14 Job-Related Soft Skills eLearning Soft Skills Program** link - <https://www.mitalent.org/elearning-soft-skills-program>
- **US Department of Labor Soft Skills to Pay the Bills** link - <https://www.dol.gov/odep/topics/youth/softskills/>
- **Health Care Competency Models** – The models identify the knowledge, skills, and abilities needed for workers that perform successfully. The models have various formats from PDF to worksheet. This model can be used to help with employee development by defining and measuring skills. **Long-term Care, Supports, and Services Competency Model** Link - <https://www.careeronestop.org/CompetencyModel/competency-models/long-term-care.aspx>, **Health: Fundamentals of Health Care Competency Model** Link- <https://www.careeronestop.org/CompetencyModel/competency-models/fundamentals-of-health-care.aspx> , **Health: Electronic Records Competency Model** Link - <https://www.careeronestop.org/CompetencyModel/competency-models/electronic-health-records.aspx>
- **Skills Commons**- Free open digital library of Workforce Training Materials <https://www.skillscommons.org/>
- **Florida Skills Gap and Job Vacancy Dashboard** - http://lmsresources.labormarketinfo.com/skills_gap/index.html

- **Chick-fil-A Video “Every Life Has a Story”** – Shows customers and co-workers in a new light that promotes a feeling of empathy and shows how providing good service can make a difference. <https://www.youtube.com/watch?v=2v0RhvZ3lvY>
- **Florida Ready to Work Career Readiness System** presentation link copy paste into browser <http://takeaimbrevard.com/wp-content/uploads/2019/04/Florida-Ready-to-Work-CS-Brevard-SS-Committee-mtg.pdf> for more information on accessing this resource, contact Kathy Fletcher at 386-871-9671 or kfletcher@floridareadytowork.com
- **Skills and Ability Videos**
<https://www.careeronestop.org/Videos/SkillandAbilityVideos/skill-and-ability-videos.aspx> learn about the skills and abilities employers are looking for
- **Soft Skills Upskilling Planning Guide** <http://takeaimbrevard.com/wp-content/uploads/2019/06/Soft-Skills-Upskilling-Infographic-i4cp-UpSkill-America-1.pdf> a step-by-step process to develop a soft skills training program

Private Pay Soft Skills Training Resources

- **Foy Staley, Training Project Specialist, CareerSource Brevard Soft Skills Competency Based and Credentialed Training**, email fstaley@careersourcebrevard.com or call 321-394-0513
- **Linda Cobb, leadership coach, trainer and author**, email coach@lindacobb.com or call 321-431-0043, visit <https://lindacobb.com/>
- **Tom Lovett, Character for Life Publishing**, <http://www.livemotivated.com/>
- **Marty Ward, Founder, Confidence Builds Success Training – TAG 4 Change Ambassador Program** <https://www.tag4change.com/>
- **Steve Duba, Kingdom Driven LIFE Entrepreneur**, <https://www.heyduba.com/>
- **Michelle Burke, Coach and Founder**, <https://bossibly.com>