

# GRACEWORKS! EMPLOYABILITY MODEL

*Our model prepares individuals who are unemployed, underemployed, incumbent, and newly entering the workforce with training in 4 essential areas:*



**Pre-Employment Skills**  
to develop and strengthen skills to enter the job market



**Team Participation Skills** to instill standards of professional workplace behavior



**Workplace Compliance Skills** to educate employees on workplace rules and expectations



**Employer/Job Specific Skills**, developed in collaboration with employer partners, to give workers greater understanding of occupational knowledge, technology, quality standards, workflows and processes

## **Pre-Employment Skills**

- Resume Writing
- Filling Out Job Applications
- Effective Interviewing and Follow-up
- Self-Presentation (online/in-person)



## **Workplace Compliance Skills**

- Anti-Harassment and Bullying
- Sexual Harassment
- Workplace Diversity
- Code of Conduct Expectations

## **Team Participation Skills**

- Civility and Respect
- Communication and Collaboration
- Empathy and Emotional Intelligence
- Accountability and Responsibility

## **Employer/Job Specific Skills**

- Occupational Knowledge
- Technology
- Quality Standards
- Workflows and Processes