

# Skills to Pay the Bills

## **Skills to Pay the Bills: Mastering Soft Skills for Workplace Success.**

This curriculum developed by the [Office of Disability Employment Policy](#) at the [U.S. Department of Labor](#), helps teach youth those important soft skills or workforce readiness skills. It is created for youth development professionals as an introduction to workplace interpersonal and professional skills, targeted at youth ages 14 to 21 in both in-school and out-of-school environments. It is a modular, hands-on curriculum with engaging activities and fun games that focus on six key skill areas: communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism. The curriculum can be used to supplement existing soft skills exercises or used on its own. To view the curriculum, visit: <http://www.dol.gov/odep/topics/youth/softskills/>