

Workforce Readiness Guide

Turning professional skills into pathway readiness.

A practical companion to the TwoFourteen ABCD™ Framework for educators, workforce programs, community organizations, and employers. Use it to teach, reinforce, and observe professional behaviors learners can practice, demonstrate, reflect on, and improve.

A ATTITUDE

How You Show Up

Professionalism • Initiative • Adaptability • Accountability

Practice: arrive prepared for a class presentation or a work shift.

B BEHAVIOR

How You Build

Dependability • Time management • Teamwork • Responsibility

Practice: meet a group-project deadline or complete a shift checklist.

C COMMUNICATION

How You Connect

Active listening • Verbal and written communication • Collaboration

Practice: summarize peer feedback or confirm a supervisor's instructions.

D DELIVERY

How You Create Value

Problem-solving • Quality of work • Follow-through • Results

Practice: revise a project using a rubric or check a task against quality standards.

THE FOUR E CAREER PATHWAY MODEL

All four competencies support every pathway. Choose a direction, then use authentic experiences and feedback to build readiness.

Employment	Enrollment	Entrepreneurship	Enlistment
Build a career.	Pursue knowledge.	Create opportunities.	Serve with purpose.

Identify the behavior. Practice it.
Collect feedback. Reflect on growth.
Take a next step.



Putting Readiness Into Action

A simple process for teaching, practicing, and measuring growth.

THE CYCLE

1) DISCOVER Identify strengths, interests, and possible pathways. Complete a self-assessment and select an area for growth.

2) PREPARE Set a measurable ABCD goal: identify the behavior, the setting, and what successful practice will look like.

3) EXPERIENCE Practice through projects, service learning, job shadowing, internships, entrepreneurship, or employer engagement.

4) CONNECT Choose a pathway action: prepare a résumé (Employment), compare courses (Enrollment), test a business idea (Entrepreneurship), or research service requirements (Enlistment).

5) MEASURE Review evidence and feedback. Reflect on progress and identify the next action.

USE EVIDENCE TO TRACK GROWTH

Compare pre/post self-assessments with mentor or supervisor feedback, learner reflections, attendance and punctuality, and completed tasks. Collect project, portfolio, or capstone samples that show the quality of the work and follow-through.

QUICK ABCD SELF-CHECK

Rate each area: Developing (needs support) • Practicing (inconsistent) • Ready (consistently demonstrated in this setting). Add an example as evidence.

Attitude	I arrive prepared and approach responsibilities professionally.	_____
Behavior	I demonstrate reliability, accountability, and respect.	_____
Communication	I communicate clearly and appropriately with my audience.	_____
Delivery	I solve problems, follow through, and produce quality work.	_____

MY NEXT STEPS

Area to Strengthen: _____
Action + Date: _____
My 4E Pathway: _____
Evidence I will collect: _____