

Life Skills/Soft Skills and Skills Enhancement (Job Skills) Training Differences

(As of July 1, 2017)

	Life Skills/Soft Skills	Skills Enhancement (Job Skills)
Definition	Training that prepares participants to meet the demands of everyday life and employment.	Training and education for job skills required by an employer to provide the participant with the ability to obtain employment, or to advance or adapt to the changing demands of the workplace.
Example	Dependable Strength Interpersonal Communication	Microsoft Excel Workplace Communications (memos, business letters, presentations)
Goal	Helps prepare a participant to participate in activities effectively.	Help participants gain employer or industry specific skills they need to obtain or retain a job, or to advance in employment.
Focus	On areas that may affect a participant's ability to make good choices about participating, and ultimately, keeping a job.	On educational or technical training designed specifically to help participants move into employment.
Federal Reporting	Time-limited Core - same category as job search/job readiness (12 weeks)	Countable Non-Core, no time limit.
eJAS Code	LS – if independent life skills JS – if done as part of Job Search Note: If the Life skills/Soft skills training is embedded in job search, family violence, mental health or chemical dependency treatment, it is not coded separately.	JT
Topics Include	<ul style="list-style-type: none"> • Self-awareness • Attitude • Balancing work and personal life • Money management • Stress and anger management • Time management • Interpersonal communication skills • Appropriate standards for dress and participation 	<ul style="list-style-type: none"> • ESL (stacked with core activity) • Basic Education • WorkFirst Family Literacy or Pregnancy to Employment educational programs • Pre-requisites • Developmental/remedial education • Part-time vocational education or customized employer training • General training
Cannot Include	<ul style="list-style-type: none"> • Activities to promote a healthier lifestyle (smoking cessation) • Driver's education • License revocation or other legal issues • Parenting classes • Homework time 	<ul style="list-style-type: none"> • High school (HS) • GED (GE) • Stand-alone ESL