



Plain Language Activity

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Read **one section** of the following example and underline, circle, or highlight anything in the text that you think could be rephrased to make it clearer or more easily understandable. After reading, you will rewrite the section you read in plain language, using the plain language guidelines in your workbook.

1. Under the direction of the governor, to assess the challenges confronting the state’s workforce development system (WDS) and identify measurable ways to align programs and activities to better serve both residents and employers, the State Workforce Development Board convened the four core programs authorized under the Workforce Innovation and Opportunity Act (WIOA): Adult, Dislocated Worker, Youth; Wagner–Peyser; Adult and Basic Education; and Vocational Rehabilitation. The State Board convened a broader group of stakeholders for a 3-day workshop to create a vision for the WDS. In the months that followed, a plan to foster greater economic prosperity for job seekers, employers, and residents—the core partners and other stakeholders—was forged. The plan begins and ends with the following premise: The success of the state’s economy will ultimately be determined by the strength and quality of its workforce and the ability of employers to fill their needs for skilled labor. Human capital drives productivity, innovation, and economic competitiveness.
2. Skilled and productive workers are more likely to find and remain in jobs, earn higher wages and incomes, and require reduced levels of public assistance. Strong operating systems and policies to support the implementation of the governor’s strategic vision have been established. The state’s job-matching system links job seekers to employment opportunities and employers to available talent. The system has numerous additional features for job seekers, including skills assessments, career exploration tools and videos, labor market information, interview preparation tips, and listings of eligible training providers. Similarly, employers have access to recruiting tools and rich labor market information. The WDS serves as the primary database and system of record for numerous workforce development programs that track and record services, activities, and outcomes.
3. Activities are recorded by funding stream, enabling the system to identify the resultant outcomes for each investment made. Dual- and multiprogram enrollment and service strategies are facilitated, as customers provide intake information once to register for services while WDS staff triage the individual to the program(s) and funding stream(s) most applicable to each person’s needs. Although WDS is the case management system for workforce development programs, other workforce and education programs are used. Given the far-reaching benefits of a high-quality workforce, the continuing development of the workforce to meet the needs of employers is a top priority for the state. To compete regionally and globally, the state will develop a world-class talent pool fueled by an education and training system that is inclusive and meets the requirements of diverse learners. To mitigate obstacles to employment, the WDS will coordinate and align activities that build the foundational skills of workers and individuals, improve transitions between

education and employment, foster greater occupational awareness, define certifications and industry-recognized credentials, and develop a systematic means for the state to measure, gather, and aggregate data on credential attainment.

4. A systematic approach to engaging and responding to the workforce and business service needs of employers will be developed and implemented. The development of a pipeline of workers in high-growth, high-demand fields will facilitate the establishment of expansive sector partnerships, thereby reducing apparent skill gaps and the time needed to fill positions. Advancing a workforce development system that is more responsive to the needs of businesses will be essential to creating a more business friendly environment and developing a more competitive economy.

Now, **using the section you chose**, try to rewrite it using the plain language guidelines.