LEARNING EXPERIENCE BRIEF

JA It's My Job® (Soft Skills)

▶ Work and Career Readiness

JA It's My Job (Soft Skills) will help participants understand the value of professional communication and soft skills, making them more employable to future employers across multiple career clusters. Sessions will focus on social and soft skill competencies relating real-life experiences to job skills and preparing participants for their future careers. Topics include communication and presentation skills, manners, listening skills, and cell phone etiquette. Recommended for high school and post-high school but may be adapted for middle school.

This learning experience is part of the JA Work and Career Readiness Pathway and can be placed in Grades 6–12 and post-high school. Volunteers deliver the sessions with educator support.

LEARNING EXPERIENCE OBJECTIVES

Following participation in the learning experience, students will be able to:

- Understand the value of professional communication and soft skills.
- Relate real-life experiences to job skills.
- Prepare for future careers.

LEARNING EXPERIENCE HIGHLIGHTS

- Structured educator and volunteer guides and student guides available for download
- Learning experience features six sessions that can be delivered in any order
- Modular content within each sessions allows educators to tailor the activities to fit learning environment needs

Junior Achievement™

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JA It's My Job (Soft Skills)

CURRICULUM OUTLINE

The educator and/or the JA Area should determine which module(s) the JA volunteer will deliver, based on participant needs and available time. Ensure the volunteer knows which modules to deliver.

Interviewing for a Job: Focuses on the brag sheet, speaking about yourself, being able to translate your own experiences into relevant answers to interview questions, and mock interviews.

Workplace Communication: Focuses on voice, tone, professional speech, and topics to avoid at work; covers communication methods to ensure workplace success.

Cell Phones in the Workplace: Covers the appropriate use of cell phones in the workplace, including cell phone etiquette, using apps and Internet access to increase productivity, and proper workplace texting language.

Communicating About Yourself: Focuses on the basics of manners, etiquette, and proper workplace behavior, and covers the basics of professional communication and workplace introductions.

Workplace Writing: Covers the basics of why grammar, punctuation, and spelling are relevant (they communicate about you), using appropriate language in writing, and doing a basic task (email).

Applications and Resumes: The basics of both job applications and resumes.

Visit https://connect.ja.org/, JA Connect® Resource Guide https://data.ja.org/s/LRkAAA, and https://career.ja.org/ for additional resources.