LEARNING EXPERIENCE OVERVIEW

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. Activities and implementation design will vary based on grade level.

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 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

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.

Junior Achievement™

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JA It's My Job (Soft Skills)

CURRICULUM OUTLINE

Session	Overview Participants:	Objectives Participants will be able to:	Activities
Interviewing for a Job	• Complete an activity and track their accomplishments in a "brag sheet." • Develop a personal profile that will help them succeed during an interview and practice mock interviews (additional activities).	• Identify appropriate content for a personal brag sheet. • Adapt personal information to interview situations. • Develop answers to common interview questions. • Recognize appropriate professional dress and demeanor for a job interview.	**Required:** • Warm-Up • Brag Sheet • Wrap-Up **Choice:** • From Profile to Interview • Why Are You the Right Person? • Mock Interviews
Workplace Communication	• Complete activities focused on appropriate tone and topics for the workplace and strategies for collaborating effectively.	• Identify and use an appropriate professional tone in workplace communication. • Identify appropriate and inappropriate subjects for workplace discussion. • Enable cooperative and productive group interactions. • Communicate to solve problems collaboratively and respectfully.	**Required:** • Warm-Up • Wrap-Up **Choice:** • How Do You Say It? • Workplace Topics • Solving Problems
Cell Phones in the Workplace	• Develop an understanding of appropriate communication methods to ensure workplace success.	• Recognize and identify appropriate and inappropriate uses of cell phones in the workplace. • Identify the effects of inappropriate usage of cell phones in the workplace. • Adapt cell phone behavior and functions for professional uses. • Recognize and apply appropriate texting style for communicating in the workplace.	**Required:** • Warm-Up • Cell Phone Etiquette • Wrap-Up **Choice:** • Use at Your Own Risk • Cell Phone Productivity • Texting Professionally
Communicating About Yourself	• Learn what their dress, speech, and listening skills communicate to others about them.	• Recognize the importance of manners as an element of professionalism. • Identify language and style appropriate for the workplace.	**Required:** • Warm-Up • Wrap-Up **Choice:** • Professional Manners and Language • Active Listening

(continued)

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CURRICULUM OUTLINE

Session	Overview Participants:	Objectives Participants will be able to:	Activities
Workplace Writing	• Practice writing concisely, clearly, and correctly, with appropriate workplace style.	• Use proper spelling, grammar, and punctuation in the workplace. • List best practices for effective business writing. • Use clear language and appropriate style for written communication in the workplace. • Identify important ideas and express them clearly and concisely in writing.	**Required:** • Warm-Up • The Basics • Wrap-Up **Choice:** • Clarity and Style • Get to the Point
Applications and Resumes	• Examine both document forms and begin to think about how to adapt their experiences, skills, and achievements into the applicable template to present themselves to a potential employer.	• Identify information necessary for a job application. • Recognize key features and formatting of resumes. • Use appropriate language for a resume.	**Required:** • Warm-Up • Wrap-Up **Choice:** • Job Application • Crafting a Resume

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