LEARNING EXPERIENCE BRIEF

JA Career Success®

▶ Work and Career Readiness

JA Career Success is an engaging and comprehensive learning experience that introduces teens and young adults to the workplace. As interns, they participate in realistic work experiences in multiple departments of a fictional company, Orbit Boom. The learning experience teaches soft skills and business best practices in the context of scenarios and assignments.

This learning experience is part of the JA Work and Career Readiness Pathway and is designed for Grades 9–12 and post-high school. Session One and Seven are recommended to introduce the scenarios and sum up the learnings, respectively. The other sessions can be presented in any order.

CURRICULUM OUTLINE

1. **Session One: Welcome to the Workplace**

   Participants are onboarded by the **Human Resources** department on their first day at Orbit Boom, explore the employee handbook and organizational hierarchy, and set SMART goals for their internship.

2. **Session Two: Workplace Decision Making**

   Participants are asked by the head of **Information Services** to evaluate communication platform options using a seven-step decision-making process and share their decision in a persuasive summary.

LEARNING EXPERIENCE HIGHLIGHTS

- A unique STEM-rich business environment, complete with contextual information and assignments in departments ranging from Information Services and Logistics to Sales & Marketing
- Opportunities to work on solutions to an array of business problems, brainstorm new product ideas, and collaborate with peers
- A digital employee handbook with valuable information about corporate policies and practices
- A flexible volunteer- or educator-led learning experience of seven core 45-minute modular sessions, plus one or more optional Extended Learning Opportunities per session

(continued)

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JA Career Success

3 **Session Three: Work Smart: Planning and Remote Collaboration**

Participants work in groups to plan a company-wide remote meeting with a detailed timeline for the **Executive** team.

4 **Session Four: Conflict Resolution in the Workplace**

Participants role-play conflicts in the **Logistics** department and apply conflict management techniques through improvisation to resolve conflicts in the warehouse.

5 **Session Five: Workplace Creativity**

Participants collaborate to generate, narrow down, and elaborate on creative ideas for new products and services with the **R&D** department.

6 **Session Six: Solving Work Problems**

Participants analyze declining sales of a key software product. They identify the root cause and present findings to the **Sales & Marketing** head.

7 **Session Seven: Crisis Management**

Participants evaluate an existing contingency plan in the **Production** department and generate recommendations for improvement in an executive summary. They reassess their Session One goals, and Orbit Boom hires them.

LEARNING EXPERIENCE HIGHLIGHTS

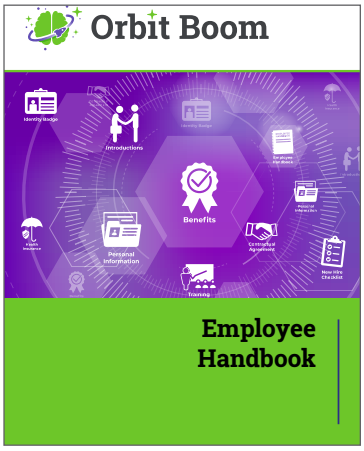
- Ten optional career development self-guided activities, with lean Guides for Volunteers and Teachers for in-class use, including Crafting Your Resume https://connect.ja.org/work-career-readiness/plan-your-path/resumes2/crafting-your-resume2
- An optional advanced independent project, Effective Communication, requires the creation of artifacts to extend learning

OPTIONAL CAREER DEVELOPMENT TOPICS

Participants explore 10 self-guided career development topics available on JA Connect®. Each topic has an accompanying facilitation guide with discussion prompts. Many also have Extended Learning Opportunities.

Career Assessment and Exploration: https://connect.ja.org/work-career-readiness/whats-work-like/ 3 topics

Marketing Yourself (personal branding): https://connect.ja.org/work-career-readiness/plan-your-path/ 2 topics



Resumes: https://connect.ja.org/work-career-readiness/plan-your-path/resumes2/crafting-your-resume2 1 topic

Interviews: https://connect.ja.org/work-career-readiness/plan-your-path/ 4 topics

OPTIONAL ADVANCED PROJECT

After applying soft skills in a simulated work environment, participants may demonstrate their skills and knowledge by completing an independent project, Effective Communication, resulting in a learning artifact.

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

SUPPLEMENTAL ARTIFICIAL INTELLIGENCE (AI) LITERACY TOPICS

A suite of AI literacy topics is offered to equip participants with cutting-edge knowledge of emerging technologies and responsible use practices, complementing their essential work skills to better prepare them for the workplace.

- AI From the Inside Out: 4 topics
- AI: Fact, Fairness, and Fiction: 3 topics
- AI Prompt Power: 4 topics
- A+ AI to $ Success: 3 topics