LEARNING EXPERIENCE OVERVIEW

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 practices in the context of realistic scenarios and assignments.

The 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.

Ten optional career development self-guided activities, with lean Guides for Volunteers and Teachers are available for in-class use. An optional advanced independent project, Effective Communication, requires the creation of artifacts, to extend learning

LEARNING EXPERIENCE HIGHLIGHTS

- A unique STEM-rich business environment, complete with contextual information and assignment 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 work in collaboration with others
- A digital employee handbook with valuable information about corporate policies and practices
- This flexible volunteer- or educator-led learning experience consists of seven core 45-minute modular sessions, plus one or two optional Extended Learning Opportunities per session

Junior Achievement™

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CURRICULUM OUTLINE

Session	Overview Participants:	Objectives Participants will be able to:	Activities
SESSION ONE **Welcome to the Workplace**	• Are onboarded by the **Human Resources** department on their first day at Orbit Boom and explore the employee handbook and organizational hierarchy. • Set SMART goals for their internship.	• Examine a company's organizational hierarchy and cultural norms to adapt to the specific business environment. • Establish SMART performance goals that align with the company's key success factors.	**Required:** • Warm-Up • Orbit Boom Employee Handbook exploration • SMART goals • Wrap-Up **Optional:** • Supervisor Email • Employee Handbook Revisited
SESSION TWO **Workplace Decision Making**	• Are asked by the head of **Information Services** to evaluate communication platform options using a seven-step decision-making process. • Share their decision in a persuasive summary.	• Demonstrate self-direction by identifying credible sources, conducting research, and summarizing recommendations. • Communicate recommendations using evidence for persuasion.	**Required:** • Warm-Up • Communication Platform Evaluation • Persuasive Summary • Wrap-Up **Optional:** • Approaches to Decision Making
SESSION THREE **Work Smart: Planning and Remote Collaboration**	• Work in groups to plan a company-wide remote meeting with a detailed timeline for the **Executive** team.	• Organize work priorities based on importance and urgency. • Plan realistic pacing for tasks to self-manage time and productivity. • Identify best practices for collaborating when working remotely.	**Required:** • Warm-Up • Collaborative Planning of a Remote Meeting • Remote Best Practices **Optional:** • Explore Collaboration Tools
SESSION FOUR **Conflict Resolution in the Workplace**	• Role-play conflicts in the **Logistics** department. • Apply conflict management techniques through improvisation to resolve conflicts in the warehouse.	• Apply logic and reason to determine a win-win outcome for the team's success. • Express empathy and use active listening in a conflict resolution situation.	**Required:** • Warm-Up • Critical Thinking and Empathy • Conflict Resolution in Action • Wrap-Up **Optional:** • Methods of Conflict Resolution

(continued)

CURRICULUM OUTLINE

Session	Overview Participants:	Objectives Participants will be able to:	Activities
SESSION FIVE **Workplace Creativity**	• Collaborate to generate, narrow down, and elaborate on creative ideas for new products and services with the **R&D** department.	• Invent creative and reasonable solutions using collaborative brainstorming techniques. • Present the creative idea clearly and briefly, highlighting the solution's features and benefits. • Adjust the chosen solution based on business requirements and real-world limitations.	**Required:** • Warm-Up • Brainstorming and Collaboration • Refine and Adapt Ideas • Wrap-Up **Optional:** • Effective Creative Collaboration
SESSION SIX **Solving Work Problems**	• Analyze declining sales of a key software product. • Identify the root cause and present findings to the **Sales & Marketing** department head.	• Apply analytical thinking to research and identify the root cause of an issue. • Present a clear solution that conveys sound reasoning and directly addresses the root cause.	**Required:** • Warm-Up • The Root Cause • Communicate Findings and Propose a Solution • Wrap-Up **Optional:** • Corporate Problem Solving
SESSION SEVEN **Crisis Management**	• Evaluate an existing contingency plan in the **Production** department and generate recommendations for improvement in an executive summary. • Reassess their Session One goals, and Orbit Boom hires them.	• Identify potential crises and plan appropriate risk responses for each situation (avoid, reduce, transfer, or accept). • Develop recommendations to revise an existing contingency plan to prepare for future problems. • Communicate the revised contingency plan accurately and briefly. • Reassess the original SMART goal based on the soft skills practiced in the simulated internship.	**Required:** • Warm-Up • Managing Risk • Contingency Plan • Reassess SMART Goals • Wrap-Up **Optional:** • Lessons of the Past • Entry-Level Opportunities • Soft Skills Reflection

JA Career Success

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