

LEARNING EXPERIENCE OVERVIEW

JA Tools for Success®

► Work and Career Readiness

JA Tools for Success introduces middle school students (ages 11–14) to work and career readiness skills and other concepts and thought processes needed to prepare for the digital economy. Students learn work-ready skills needed to interact, build relationships, and exhibit self-awareness through the lens of their own values, skills, and interests.

By participating in *JA Tools for Success*, students learn and practice the knowledge, skills, and abilities needed for success in their daily lives and, eventually, success in the workplace.

LEARNING EXPERIENCE DESCRIPTION

- JA Work and Career Readiness Pathway
- Placement: Grades 6–8, student self-guided learning experiences
- Designed to be delivered in asynchronous learning environments; supports in-person, face-to-face experiences as well as remote, virtual experiences

BENEFITS

- Interactive digital content engages students in foundational work and career readiness concepts.
- Flexible implementation of online activities meets students' interests and needs.
- Middle school students are able to start thinking about their future working life and recognizing the importance of transferable skills.



LEARNING EXPERIENCE HIGHLIGHTS

- Five modules, each consisting of multiple 5- to 15-minute student self-guided online activities, can be used as individual experiences, combined into a 45-minute traditional session, or used as a supplement to be integrated into existing JA learning experiences.
- Teacher guides, available for each self-guided online activity, provide ideas for launching the activity, extended learning opportunities, and home-to-school connections. Connect with your local JA Area office to access the digital teacher guide.
- Modules were collaboratively designed by JA USA along with national and international advisory group members.
- Activities are accessible at JA Connect® (<https://toolsforsuccess.ja.org>) via computer or mobile device.
- Spanish translation of this learning experience will become available pending funding.

JA Tools for Success

CONTENT OUTLINE

Each self-guided, on-demand activity can be integrated during or after implementation of other JA learning experiences. A few sample integrations are provided below; many of the activities align well with additional JA content or can be used independently.

Module 1

Active Listening Students learn the difference between active and passive listening, and practice active listening strategies. Suggested integration: *JA Career Speakers Series, JA Company Program Pop-Up*

Knowing Yourself Students learn the importance of self-knowledge and the role that metacognition (being aware of one's own thought processes) plays in learning. *Suggested integration: JA Economics for Success*

Choosing What's in the Group's Best Interest Students learn that groups can accomplish goals that individuals working alone cannot, and that group members have to put the group's needs ahead of individuals' immediate wants. *Suggested integration: JA Economics for Success*

Module 2

Digital Literacy Students learn criteria for being digitally literate and analyze digital literacy skills they might want to learn. *Suggested integration: JA Economics for Success*

The Myth of Multitasking Students learn the importance of focused attention and the potential downfalls of multitasking. They learn how to avoid distractions and use single-tasking to focus instead. *Suggested integration: JA Finance Park*

Choices and Consequences Students learn that all choices have consequences, decisions made now may affect future opportunities, and there are multiple paths to success. They explore the idea that it is never too late to change direction. *Suggested integration: JA Economics for Success, JA Finance Park*

Working Memory Students learn that writing things down is the best way to encode information into their memory and that mnemonic devices are tools to help store information in memory. *Suggested integration: JA Finance Park*

JA Tools for Success

Module 3

Digital Ethics Students explore the difference between safe and unsafe behavior online and discover the importance of protecting their online brand. *Suggested integration: JA It's My Job (Soft Skills)*

Using Digital Tools Students learn the importance of choosing the right digital tool for a job or task. *Suggested integration: JA Career Speakers Series,, JA Finance Park*

Module 4

Commit to Goals Students learn the importance of committing to a goal, as well as how they may need to pivot or persevere to reach their goals. *Suggested integration: JA BizTown*

Explore Multiple Paths Students learn how to set career goals and overcome obstacles. They explore the idea of using multiple avenues to reach a goal. *Suggested integration: JA It's My Future, JA Inspire, JA Career Exploration Fair*

Polish Your Personal Brand Students learn about the role of mentors and role models, examine the importance of networking, and explore how to receive constructive feedback. *Suggested integration: JA It's My Future*

Module 5

Problems as Mysteries Students are presented with a problem, learn how to view it as an opportunity, explore the root cause by asking questions, and then consider an information-based solution based on that cause. *Suggested integration: JA It's My Future*

Identify Creative Solutions Students learn different ways to solve problems and the importance of employing multiple perspectives to generate creative solutions. *Suggested integration: JA Company Program Pop-Up*

Know Your Aspirations Students brainstorm their aspirations, transform an aspiration into a specific goal, and identify steps to achieve that goal. *Suggested integration: JA It's My Future*