

# JA Career Success™

## High School



*JA Career Success* equips students with the tools and skills required to earn and keep a job in high-growth career industries. The program covers key topics including the 4C's (critical thinking, communication, collaboration, and creativity), strong soft skills, work priorities, STEM and other high-growth industries, and personal-brand and job-hunting tools (resumes, cover letters, interviews, and digital profiles). *JA Career Success* consists of seven 45 minute volunteer led sessions.

### **Session One: Get Hired: Critical Thinking and Creativity**

Students are introduced to the need to be work ready by developing the 4Cs skills that employers want from people entering the workforce.

### **Session Two: Get Hired: Communication and Conflict Management Skills**

Students apply communication skills to resolve conflicts in work-based scenarios. They will explore behaviors that inflame conflict and behaviors that lead to a resolution.

### **Session Three: Get Hired: Collaboration and Creativity**

Students practice collaboration—a 4Cs skill—by using a team-building model referred to as the GRPI model, which describes the behaviors found in high-performance teams in the workplace.

### **Session Four: Get Hired: Strong Soft Skills**

Students will review soft skills that are in demand by employers and rate their own soft skills. They will use personal stories in a job interview workshop to communicate these skills to a potential employer.

### **Session Five: Get Hired: Know Your Work Priorities**

Students learn that in the current workforce, people change jobs or careers several times over a lifetime. Students explore which priorities should be their anchors as they prepare to enter the working world.

### **Session Six: Get Hired: Know Who's Hiring**

In groups, students analyze factors to consider when researching careers: skills learned through training and education; interests in various career clusters; and specific high-growth jobs

### **Session Seven: Get Hired: Know Your Personal Brand**

Students work in teams to rate the personal brand of candidates applying for a job by comparing cover letters, resumes, and digital profiles of the candidates.

### **Key Learning Objectives**

The students will be able to:

- Use a problem-solving technique to solve personal and professional problems
- Recognize that decisions made in the workplace have consequences

### **Key Learning Objectives**

The students will be able to:

- Recognize common responses to conflict
- Apply conflict-management skills to resolve work-based issues

### **Key Learning Objectives**

The students will be able to:

- Demonstrate collaboration with team members to accomplish work-based challenges
- Recognize the components of a high-performance team

### **Key Learning Objectives**

The students will be able to:

- Identify soft skills that are in demand by employers
- Demonstrate personal soft skills in a mock interview

### **Key Learning Objectives**

The students will be able to:

- Recognize the importance of being focused, proactive, and adaptable when exploring careers

### **Key Learning Objectives**

The students will be able to:

- Analyze requirements needed for high-growth industries
- Identify the education and training needed to be adaptable and competitive in the job market.

### **Key Learning Objectives**

The students will be able to:

- Explore how to hunt for a job and the tools needed to create a positive personal brand as they build their careers