



## JA Career Success

*JA Career Success* equips students with the tools and skills required to earn and keep a job in high-growth career industries.

This new program covers key topics, such as:

- 4Cs: critical thinking, communication, collaboration, and creativity
- Strong soft skills
- Work priorities
- Personal-brand and job-hunting tools—resumes, cover letters, interviews, and digital profiles

*JA Career Success* is composed of seven 45-minute sessions recommended for Secondary School students. Materials are packaged in a self-contained kit that includes detailed plans for the volunteer and materials for the students.

Session-specific, student-friendly materials are included to increase student interaction and emphasize JA's experiential approach to learning.

JA programs correlate to state social studies, English, and math standards.

Pillars of Student Success	Entrepreneurship	Financial-Literacy	Work-Readiness
<b>Program Implementation</b>		<b>Program Grade-Level</b>	
Classroom-Based		Secondary School	
<b>Program Concepts</b>		<b>Program Skills</b>	
Career clusters, Career planning, Career preparation, Collaboration, Communication, Conflict management, Critical thinking, Education and training, Employer expectations, High performance teams, Interests, Inventory and ordering, Job interviews, Job outlook, Job retention, Post-secondary options, Problem-solving techniques, Retail stocking, Skills, Soft skills, Technical skills, The 4Cs, Working priorities, Workplace skills		Analyze data, Collaborative discussions, Conflict resolution, Communication, Competition, Creativity and innovation, Critical thinking, Decision making, Following written instructions, Formulating answers from personal experiences, Goal-setting, Identify behaviours, Interpersonal skills, Organizing information, Prioritizing, Problem solving, Research skills, Role-playing, Self-assessment, Time management, Work collaboratively, Working in groups	



### **Session 1**

#### Get Hired: Critical Thinking and Creativity

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Students are introduced to the need to be work ready by developing the 4Cs skills that employers want from people entering the workforce. Students apply critical-thinking skills and creativity to solve problems in a real-life work scenario.

##### Session Objectives:

- Use a problem-solving technique to solve personal and professional problems
- Apply critical-thinking skills to work-based problems
- Recognize that decisions made in the workplace have consequences

### **Session 2**

#### Get Hired: Communication and Conflict Management Skills

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Students apply communication skills to resolve conflicts in work-based scenarios. Students will role-play conflicts and conflict management. They will explore behaviours that encourage conflict and behaviours that lead to a resolution.

##### Session Objectives:

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

### **Session 3**

#### Get Hired: Collaboration and Creativity

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Students practice collaboration—a 4Cs skill—by using a team-building model referred to as the GRPI model (Goals, Roles and Responsibilities, Processes, and Interpersonal Relationship Skills). The model describes the behaviours found in high-performance teams in the work place.

##### Session Objectives:

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

### **Session 4**

#### Get Hired: Strong Soft Skills

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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 Objectives:**

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

**Session 5**

**Get Hired: Know Your Work Priorities**

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Students learn that in the current workforce, people change jobs or careers several times over a lifetime. That means it is important to be prepared and adaptable. Students explore which of their priorities should be their anchors as they prepare to enter the working world.

**Session Objectives:**

- Recognize the importance of being focused, proactive, and adaptable when exploring careers
- Rank work environment priorities as an anchor for further career planning decisions

**Session 6**

**Get Hired: Know Who's Hiring**

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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 and the requirements needed to earn them.

**Session Objectives:**

- Identify the education and training needed to be adaptable and competitive in the job market

**Session 7**

**Get Hired: Know Your Personal Brand**

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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.

**Session Objectives:**

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