



JA Success Skills®

JA Success Skills® meets the needs of a diverse group of high school students by providing engaging, academically enriching, and experiential-learning sessions in work-readiness education and career perspectives.

Following participation in the program, students will be able to:

- Identify and demonstrate the work-readiness skills needed to research, get, and keep a job.
- Develop innovative personal strategies to achieve lifelong learning pursuits and career opportunities.

Session Titles and Summaries

Session One: It's My Life

Students are introduced to the 16 Success Skills. Working in groups, students evaluate sample resumes based on these skills.

Session Two: Listen Up

Working with partners, students participate in a role-playing activity designed to develop effective speaking and listening skills.

Session Three: Stay Connected

By analyzing case studies, students recognize the need for teamwork and cooperation in the workplace.

Session Four: Think Win/Win

Working in teams, students develop solutions to potential workplace conflicts. Students consider win/win, win/lose, and lose/lose responses to conflict.

Session Five: Work Smart

Working in groups, students participate in a game show. They practice solving workplace problems and making decisions.

Session Six: The Marketing Spin

Working in groups, students become familiar with the Success Skill "Reflect and Evaluate." Students identify the connection between advertising a product and promoting themselves.

Session Seven: It's My Future

During this final session, students participate in mock interviews. Students review the 16 Success Skills presented throughout the course of the program.

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JA Worldwide appreciates its partnership with the Office of Juvenile Justice and Delinquency Prevention to help young consumers understand financial literacy, entrepreneurship, and work readiness. JA programs encourage confidence and motivate young people to achieve their personal, educational, and career goals.

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Manpower®

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Junior Achievement® – Bringing the “Business of Life” to Life

Join Junior Achievement’s global network of 287,000 volunteers and help students in your community connect the dots between what they learn in school and the “business of life”—work readiness, entrepreneurship and financial literacy.

JAs Turn-Key Volunteer Solution:

1. Personalized Placement

JA works with you to ensure you teach at the location and grade level of your choice.

2. Comprehensive Training

JA staff provides training so you are comfortable visiting the classroom. You will be trained in: classroom management, understanding and relaying the JA curriculum, working with the classroom teacher, and communicating effectively with students.



3. Minimal Time Commitment

The time commitment is minimal compared to the significant impact you make:

- Middle Grades: Six 45-minute sessions
- High School: Seven to twelve 45- to 120-minute sessions

No matter what grade level you choose, JA provides you with a kit containing all the lesson plans and student materials you'll need to make every minute count.

4. JA Staff Follow-Up and Support

JA staff is available to answer your questions or make suggestions pertaining to your volunteer assignment.

JA Success Skills®

“Do you have to get along with people at work or can you just fire them?” “What do I need to know to find, get, and keep a job?” Yes, high school students do ask such things. The answer? *JA's Success Skills*. JA's version of work-readiness education boot camp! Students go through challenging exercises to help them develop personal strategies to pursue lifelong learning and career opportunities. Team-building exercises test their problem-solving and critical-thinking skills, as well as their ability to communicate, negotiate, and lead—all essential skills for the workplace. Through engaging activities, they come to appreciate the importance of personal appearance, professional demeanor, punctuality, and verbal and oral communication skills. Designed for high school students.

Guide for Volunteers and Teachers

Provides lesson plans and teaching tips for the volunteer and teacher.

Student Workbook

An in-class and take-home reference tool for students to follow along and complete with each lesson.

Portfolio CD-ROM

Moving into the world of work? No problem, download all the templates you will need to impress your future boss—resume samples, cover letters, personal journals, success tips, and more!

JA Success Skills DVD

Used throughout the program to showcase *The Seven Habits of Highly Effective Teens* by Sean Covey, the DVD provides workplace scenarios and skills for students to utilize.

Win/Lose Stickers and Scenario Cards

Students synthesize and evaluate workplace situations.

Job Interview Cards

Students practice real job interview questions with their peers and provide feedback.

Puzzle

Students put the pieces together to learn about workplace cooperation and communication skills.

Role-Play Cards

Students role-play school and workplace scenarios.

Password Sheet

Students practice effective verbal and nonverbal communication skills.

Posters

Seven posters will have kids thinking about the importance of networking, building rapport, problem solving, conflict resolution, cooperation, and the importance of reflection and evaluation.

Certificate of Achievement

Given to students in recognition of their achievement.