

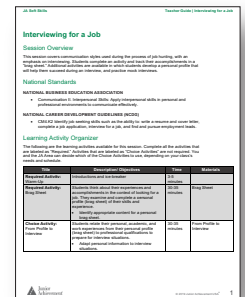
JA It's My Job (Soft Skills) | Program Brief | Initial Release

JA It's My Job (Soft Skills) will help students understand the value of professional communication and soft skills, making them more employable to future employers across multiple career clusters. Lessons will focus on social and soft skill competencies relating real-life experiences to job skills and preparing students for their future careers. Topics include communication and presentation skills, manners, listening skills, and cell phone etiquette. Recommended for high school but may be adapted for middle school.

Highlights

- Structured educator and volunteer guides and student guides available for download
- Six-session program:
 - Minimum three sessions for 3 Instructional Contact Hours (ICH) (all volunteer-led)
 - Maximum six sessions for 6 ICH (all volunteer-led)
- Content is modular within each session. Select the activities that work best for the group of students receiving the program.

This program is part of the JA Work and Career Readiness Pathway and can be placed in grades 9–12. The program may receive 3 to 6 or more ICH based on delivery of the optional content; volunteers are required and the educator supports the volunteer during session delivery.



Session Outlines

The teacher and/or the JA Area should determine which module(s) the JA volunteer will deliver, based on student needs and available time. Ensure the volunteer knows which modules to deliver.

Interviewing for a Job: Focuses on the brag sheet, speaking about yourself, being able to translate your own experiences into relevant answers to interview questions, and mock interviews.

Workplace Communication: Focuses on voice, tone, professional speech, and topics to avoid at work; covers communication methods to ensure workplace success.

Cell Phones in the Workplace: Covers the appropriate use of cell phones in the workplace, including cell phone etiquette, using apps and Internet access to increase productivity, and proper workplace texting language.

Communicating About Yourself: Focuses on the basics of manners, etiquette, and proper workplace behavior, and covers the basics of professional communication and workplace introductions.

Workplace Writing: Covers the basics of why grammar, punctuation, and spelling are relevant (they communicate about you), using appropriate language in writing, and doing a basic task (email).

Applications and Resumes: The basics of both job applications and resumes.