

Central NC JA – High School Program

JA Success Skills

JA Success Skills is a seven session course and is recommended for students in grades 9 through 12.



Building *JA Success Skills* focuses on developing students' interpersonal effectiveness. Through an assessment, the students identify the strengths and unique potentials of their interpersonal skills. They examine how their interpersonal skills can be applied in the workplace, and practice their skills in a variety of activities, including mock job interviews. They begin work on a skill portfolio that they can carry with them into the work force when seeking employment. The *JA Success Skills* lesson plans emphasize developing knowledge of how to behave in the workplace.

JA Success Skills enhances the students' learning of the following concepts and skills:

JA Success Skills

Skills - Active listening • Analyzing behavior • Asking questions • Assessing • Brainstorming • Building self-esteem • Consensus building • Critical assessment • Encouraging interpersonal relations • Interpreting data • Interviewing • Listening • Resolving conflict • Role-playing • Teamwork • Using etiquette • Writing

Concepts - Attitude • Building rapport • Business • Careers • Choices • Citizenship • Communication • Ethics • Innovation • Interpersonal skills • Interviews • Job application • Leadership • Opportunity costs • Resumes • Skills portfolio • Teamwork

JA Success Skills Lessons:

<p>Session One: It's My Life</p> <p>Students are introduced to the 16 Success Skills. Working in groups, they evaluate sample resumes to determine which job candidate they would hire.</p>	<p>Key Learning Objectives</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify personal work-readiness skills. • Complete a personal skills assessment. • Explore connections between their personal assessment and their dreams, values, goals, and skills.
<p>Session Two: Listen Up</p> <p>Working with partners, students participate in a role-playing activity designed to develop effective speaking and listening skills. Using verbal and nonverbal cues, they learn how to build rapport with others.</p>	<p>Key Learning Objectives</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Explore strategies of effective formal and informal workplace communication. • Identify nonverbal communication uses and implications. • Complete an informal self-assessment.

<p>Session Three: Stay Connected</p> <p>By analyzing case studies and completing a puzzle activity, students recognize the need for teamwork and cooperation in the workplace.</p>	<p>Key Learning Objectives</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify the role of cooperation, integrity, and respect in effective teamwork. • Evaluate strategies for working effectively with others to achieve a mutual goal. • Complete an informal self-assessment.
<p>Session Four: Think Win/Win</p> <p>Working in teams, students develop solutions to potential workplace conflicts. They consider win/win, win/lose, and lose/lose responses to conflict.</p>	<p>Key Learning Objectives</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Evaluate and apply effective speaking and listening skills to resolve conflict. • Identify and implement win/win solutions to conflict. • Complete an informal self-assessment.
<p>Session Five: Work Smart</p> <p>Working in groups, students participate in a game show in which they practice their decision-making skills by solving common workplace problems.</p>	<p>Key Learning Objectives</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify and apply strategies necessary for effective problem-solving in real-life contexts. • Complete an informal self-assessment.
<p>Session Six: The Marketing Spin</p> <p>Working in groups, the students practice the Success Skill Reflect and Evaluate. They identify the connection between advertising a product and promoting themselves.</p>	<p>Key Learning Objectives</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Analyze and assess product advertising. • Present selected products based on advertising information. • Assess and evaluate personal information and prepare a resume.

Session Seven: It's My Future

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

Key Learning Objectives

Students will be able to:

- Identify effective interviewing skills.
- Evaluate peers and provide feedback.
- Reflect on the *JA Success Skills* experience.