JA It's My Job (Soft Skills)
## Program Overview | 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. Activities and implementation design will vary based on grade level.
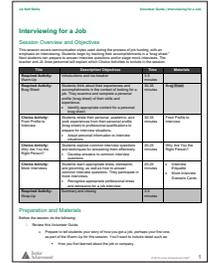
Highlights

- 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	Overview	Objectives/Goals	Activities
Interviewing for a Job	Students complete an activity and track their accomplishments in a "brag sheet." Additional activities are available in which students develop a personal profile that will help them succeed during an interview and practice mock interviews.	**Students will be able to…** • Identify appropriate content for a personal brag sheet. • Adapt personal information to interview situations. • Develop answers to common interview questions. • Recognize appropriate professional dress and demeanor for a job interview.	**Required:** • Warm-Up • Brag Sheet • Wrap-Up **Choice:** • From Profile to Interview • Why Are You the Right Person? • Mock Interviews
Workplace Communication	Students complete activities focused on appropriate tone and topics for the workplace and strategies for collaborating effectively.	• Identify and use an appropriate professional tone in workplace communication. • Identify appropriate and inappropriate subjects for workplace discussion. • Enable cooperative and productive group interactions. • Communicate to solve problems collaboratively and respectfully.	**Required:** • Warm-Up • Wrap-Up **Choice:** • How Do You Say It? • Workplace Topics • Solving Problems

Session	Overview	Objectives/Goals	Activities
Cell Phones in the Workplace	Students develop an understanding of appropriate communication methods to ensure workplace success.	• Recognize and identify appropriate and inappropriate uses of cell phones in the workplace. • Identify the effects of inappropriate usage of cell phones in the workplace. • Adapt cell phone behavior and functions for professional uses. • Recognize and apply appropriate texting style for communicating in the workplace.	**Required:** • Warm-Up • Cell Phone Etiquette • Wrap-Up **Choice:** • Use at Your Own Risk • Cell Phone Productivity • Texting Professionally
Communicating About Yourself	Students learn what their dress, speech, and listening skills communicate to others about them.	• Recognize the importance of manners as an element of professionalism. • Identify language and style appropriate for the workplace.	**Required:** • Warm-Up • Wrap-Up **Choice:** • Professional Manners and Language • Active Listening
Workplace Writing	Students practice writing concisely, clearly, and correctly, with appropriate workplace style.	• Use proper spelling, grammar, and punctuation in the workplace. • List best practices for effective business writing. • Use clear language and appropriate style for written communication in the workplace. • Identify important ideas and express them clearly and concisely in writing.	**Required:** • Warm-Up • The Basics • Wrap-Up **Choice:** • Clarity and Style • Get to the Point
Applications and Resumes	Students examine both document forms and begin to think about how to adapt their experiences, skills, and achievements into the applicable template to present themselves to a potential employer.	• Identify information necessary for a job application. • Recognize key features and formatting of resumes. • Use appropriate language for a resume.	**Required:** • Warm-Up • Wrap-Up **Choice:** • Job Application • Crafting a Resume

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