

JA It's My Job (Soft Skills)

Session Descriptions	Social Studies and Financial Literacy Standards	Work Readiness Standards	Common Core ELA
<p>Communicating About Yourself</p> <p>Students learn what their dress, speech, and listening skills communicate to others about them.</p> <p>Students will:</p> <ul style="list-style-type: none"> Recognize the importance of manners as an element of professionalism. Identify language and style appropriate for the workplace. Listen actively for content, not to anticipate response. 	<p>FL.I. 1. People choose jobs or careers for which they are qualified based on the income they expect to earn and the benefits, such as health insurance coverage or a retirement plan, that they expect to receive.</p> <p>FL.I. 2. People choose jobs or careers for which they are qualified based on non-income factors, such as job satisfaction, independence, risk, family, or location.</p>	<p>STANDARD 8</p> <p>The student demonstrates ability to effectively interact and respect coworkers.</p> <p>8.1 Interacts in an appropriate manner with co-workers.</p> <p>8.2 Demonstrates effective communication skills in working with customers and clients;</p>	<p>Grades 9-10 RI.9-10.1,4,11 SL.9-10.1-3 L.9-10.1-2 L.9-10.4</p> <p>Grades 11-12 RI.11-12.1,4,11 SL.11-12.1-3 L.11-12.1-2 L.11-12.6</p>
<p>Applications and Resumes</p> <p>This session covers job applications and resumes, two written methods of applying for a job. Students examine both documents and begin to think about how to adapt their experiences, skills, and achievements to the applicable template to present themselves to a potential employer.</p> <p>Students will:</p> <ul style="list-style-type: none"> Identify information necessary for a job application. Recognize key features and formatting of resumes. Use appropriate language for a resume. 	NA	<p>STANDARD 3</p> <p>3.4 Develops a personal fact sheet to include, but not be limited to, personal references, work history, educational information, and other pertinent data.</p> <p>3.5 Completes job applications.</p> <p>3.6 Composes a resume with a cover letter.</p> <p>3.7 Communicates follow-up response after interview.</p>	<p>Grades 9-10 RI.9-10.2 W.9-10.2,4,6 SL.9-10.1-2 L.9-10.1-2 L.9-10.4</p> <p>Grades 11-12 RI.11-12.2 W.11-12.2,4,6 SL.11-12.1-3 L.11-12.1-2 L.11-12.6</p>
<p>Interviewing for a Job</p> <p>This session covers communication styles used during the process of job hunting, with an emphasis on interviewing. Students complete an activity and track their accomplishments in a “brag sheet.”</p> <p>Students will:</p> <ul style="list-style-type: none"> 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. 	NA	<p>STANDARD 3</p> <p>The student understands how to apply for a job and/or applies for a job.</p> <p>3.1 Describes and gives examples of effective interviewing situations, including prepared questions to ask the interviewer.</p> <p>3.2 Identifies appropriate behavior and attitudes in interview situations.</p> <p>3.3 Demonstrates competence in job interview techniques to include grooming, dress, and verbal/nonverbal communication;</p>	<p>Grades 9-10 RI.9-10.2 W.9-10.2,4,6 SL.9-10.1-4 L.9-10.1-2 L.9-10.4</p> <p>Grades 11-12 RI.11-12.1,4,11 SL.11-12.1-4 L.11-12.1-2 L.11-12.6</p>

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<p>Cell Phones in the Workplace</p> <p>This session covers communication methods to ensure workplace success, focusing on using cell phones in the workplace. A required activity covers cell phone etiquette, plus there are three additional activities from which to choose.</p> <p>Students will:</p> <ul style="list-style-type: none"> 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. 	NA	<p>STANDARD 6</p> <p>The student demonstrates understanding of concepts and materials related to job training, performance, retention, promotion, and changes.</p> <p>6.1 Identifies factors the employer considers when promoting/retaining employees.</p> <p>6.2 Interprets general work-related vocabulary.</p> <p>6.3 Demonstrates the ability to apply or transfer skills from on job situation to another.</p>	<p>Grades 9-10 RI.9-10.2 SL.9-10.1-4 L.9-10.1-2 L.9-10.4</p> <p>Grades 11-12 RI.11-12.1,4,11 SL.11-12.1-4 L.11-12.1-2 L.11-12.6</p>
<p>Workplace Communication</p> <p>This session covers communication methods in the workplace. Activities focus on appropriate tone and topics for the workplace and communication strategies for collaborating effectively.</p> <p>Students will:</p> <ul style="list-style-type: none"> 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. 	NA	<p>STANDARD 8</p> <p>The student demonstrates ability to effectively interact and respect coworkers.</p> <p>8.1 Interacts in an appropriate manner with co-workers.</p> <p>8.2 Demonstrates effective communication skills in working with customers and clients;</p>	<p>Grades 9-10 RI.9-10.2 SL.9-10.1-4 L.9-10.1-2 L.9-10.4</p> <p>Grades 11-12 RI.11-12.1,4,11 SL.11-12.1-4 L.11-12.1-2 L.11-12.6</p>
<p>Workplace Writing</p> <p>This session covers the basics of professional writing. Included are activities that allow students to practice writing concisely, clearly, and correctly, with appropriate workplace style.</p> <p>Students will:</p> <ul style="list-style-type: none"> 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. 	NA	<p>STANDARD 8</p> <p>The student demonstrates ability to effectively interact and respect coworkers.</p> <p>8.1 Interacts in an appropriate manner with co-workers.</p> <p>8.2 Demonstrates effective communication skills in working with customers and clients;</p>	<p>Grades 9-10 RI.9-10.2 W.9-10.2,4,6,10 SL.9-10.1-4 L.9-10.1-2 L.9-10.4</p> <p>Grades 11-12 RI.11-12.1,4,11 W.11-12.2,4,6,10 SL.11-12.1-4 L.11-12.1-2 L.11-12.6</p>