

JA It's My Job (Soft Skills)

Session Descriptions	Financial Literacy	Career Development	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>Objectives:</p> <p>The 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. 	<p>NA</p>	<p>1 Act as a responsible and contributing citizen and employee.</p> <p>4 Communicate clearly and effectively and with reason.</p>	<p>Reading for Informational Text RI 1 RI 4</p> <p>Speaking and Listening SL 1 SL 2 SL 4 SL 6</p> <p>Writing W 4</p> <p>Language L 1 L 2 L 3 L 4 L 6</p>
<p>Applications and Resumes</p> <p>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.</p> <p>Objectives:</p> <p>The 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. 	<p>I.1 Careers are based on working at jobs in the same occupation or profession for many years. Different careers require different education and training.</p> <p>I. 2 People make many decisions over a lifetime about their education, jobs, and careers that affect their incomes and job opportunities.</p> <p>I.3 Getting more education and learning new job skills can increase a person’s human capital and productivity.</p> <p>I. 4 People with less education and fewer job skills tend to earn lower incomes than people with more education and greater job skills.</p> <p>I. 5 Investment in education and training generally has a positive rate of return in terms of the income that people earn over a lifetime.</p> <p>I. 6 Education, training, and development of job skills have opportunity costs in the form of time, effort, and money.</p>	<p>1 Act as a responsible and contributing citizen and employee.</p> <p>2 Apply appropriate academic and technical skills.</p> <p>4 Communicate clearly and effectively and with reason.</p> <p>10 Plan education and career paths aligned to personal goals.</p>	<p>Speaking and Listening SL 1 SL 2</p> <p>Writing W 4</p> <p>Language L 1 L 2 L 3 L 4 L 6</p>

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<p>Interviewing for a Job</p> <p>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.</p> <p>Objectives:</p> <p>The 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. 	<p>I.1 Careers are based on working at jobs in the same occupation or profession for many years. Different careers require different education and training.</p> <p>I. 2 People make many decisions over a lifetime about their education, jobs, and careers that affect their incomes and job opportunities.</p> <p>I.3 Getting more education and learning new job skills can increase a person’s human capital and productivity.</p> <p>I. 4 People with less education and fewer job skills tend to earn lower incomes than people with more education and greater job skills.</p> <p>I. 5 Investment in education and training generally has a positive rate of return in terms of the income that people earn over a lifetime.</p> <p>I. 6 Education, training, and development of job skills have opportunity costs in the form of time, effort, and money.</p>	<p>2 Apply appropriate academic and technical skills.</p> <p>4 Communicate clearly and effectively and with reason.</p>	<p>Speaking and Listening</p> <p>SL 1 SL 2 SL 4 SL 6</p> <p>Writing</p> <p>W 4</p> <p>Language</p> <p>L 1 L 2 L 3 L 4 L 6</p>
<p>Cell Phones in the Workplace</p> <p>Students develop an understanding of appropriate communication methods to ensure workplace success.</p> <p>Objectives:</p> <p>The 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. 	<p>NA</p>	<p>1 Act as a responsible and contributing citizen and employee.</p> <p>2 Apply appropriate academic and technical skills.</p> <p>4 Communicate clearly and effectively and with reason.</p> <p>5 Consider the environmental, social and economic impacts of decisions.</p>	<p>Speaking and Listening</p> <p>SL 1 SL 2 SL 4 SL 5 SL 6</p> <p>Language</p> <p>L 1 L 3 L 4 L 6</p>

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<p>Workplace Communication</p> <p>Students complete activities focused on appropriate tone and topics for the workplace and strategies for collaborating effectively.</p> <p>Objectives:</p> <p>The 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>4 Communicate clearly and effectively and with reason.</p> <p>5 Consider the environmental, social and economic impacts of decisions.</p> <p>9 Model integrity, ethical leadership and effective management.</p>	<p>Speaking and Listening</p> <p>SL 1 SL 2 SL 4 SL 5 SL 6</p> <p>Language</p> <p>L1 L 3 L 4 L 6</p>
<p>Workplace Writing</p> <p>Students practice writing concisely, clearly, and correctly, with appropriate workplace style.</p> <p>Objectives:</p> <p>The 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>4 Communicate clearly and effectively and with reason.</p>	<p>Speaking and Listening</p> <p>SL 1 SL 2 SL 4 SL 6</p> <p>Writing</p> <p>W 4 W5 W6</p> <p>Language</p> <p>L1 L 2 L 3 L 4 L 6</p>