

LEARNING EXPERIENCE BRIEF

JA Career Success[®]

■ Work and Career Readiness

JA Career Success is an engaging and comprehensive learning experience that introduces teens and young adults to the workplace. As interns, they participate in realistic work experiences in multiple departments of a fictional company, Orbit Boom. The learning experience teaches soft skills and business best practices in the context of scenarios and assignments.

This learning experience is part of the JA Work and Career Readiness Pathway and is designed for Grades 9–12 and post-high school. The default Instructional Contact Hours is 7 hours with a minimum of 3 volunteer-led hours. Session One and Seven are recommended to introduce the scenarios and sum up the learnings, respectively. The other sessions can be presented in any order. Variable ICH ranges from 8–16 hours.

CURRICULUM OUTLINE

1 Session One: Welcome to the Workplace

Participants are onboarded by the **Human Resources** department on their first day at Orbit Boom, explore the employee handbook and organizational hierarchy, and set SMART goals for their internship.

2 Session Two: Workplace Decision Making

Participants are asked by the head of **Information Services** to evaluate communication platform options using a seven-step decision-making process and share their decision in a persuasive summary.

LEARNING EXPERIENCE HIGHLIGHTS

- A unique STEM-rich business environment, complete with contextual information and assignments in departments ranging from Information Services and Logistics to Sales & Marketing
- Opportunities to work on solutions to an array of business problems, brainstorm new product ideas, and collaborate with peers
- A digital employee handbook with valuable information about corporate policies and practices
- A flexible volunteer- or educator-led program of seven core 45-minute modular sessions, plus one or more optional Extended Learning Opportunities per session

(continued)

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3 Session Three: Work Smart: Planning and Remote Collaboration

Participants work in groups to plan a company-wide remote meeting with a detailed timeline for the **Executive** team.

4 Session Four: Conflict Resolution in the Workplace

Participants role-play conflicts in the **Logistics** department and apply conflict management techniques through improvisation to resolve conflicts in the warehouse.

5 Session Five: Workplace Creativity

Participants collaborate to generate, narrow down, and elaborate on creative ideas for new products and services with the **R&D** department.

6 Session Six: Solving Work Problems

Participants analyze declining sales of a key software product. They identify the root cause and present findings to the **Sales & Marketing** head.

7 Session Seven: Crisis Management

Participants evaluate an existing contingency plan in the **Production** department and generate recommendations for improvement in an executive summary. They reassess their Session One goals, and Orbit Boom hires them.

OPTIONAL CAREER DEVELOPMENT TOPICS

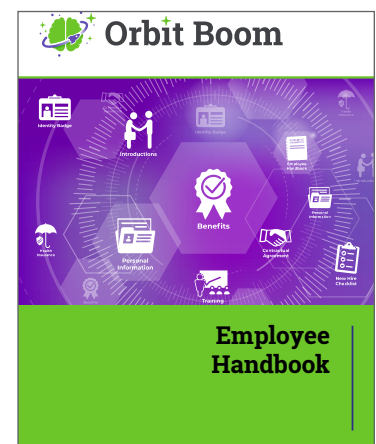
Participants explore 10 self-guided career development topics available on JA Connect®. Each topic has an accompanying facilitation guide with discussion prompts. Many also have Extended Learning Opportunities.

Career Assessment and Exploration: <https://connect.ja.org/work-career-readiness/whats-work-like/> 3 topics

Marketing Yourself (personal branding): <https://connect.ja.org/work-career-readiness/plan-your-path/> 2 topics

LEARNING EXPERIENCE HIGHLIGHTS

- Ten optional career development self-guided activities, with lean Guides for Volunteers and Teachers for in-class use, including a new addition, Crafting Your Resume <https://connect.ja.org/work-career-readiness/plan-your-path/resumes2/crafting-your-resume2>
- An optional advanced independent project, Effective Communication, requiring the creation of artifacts, to extend learning and allow credentialing in two JA Work and Career Readiness competencies



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Resumes (new): <https://connect.ja.org/work-career-readiness/plan-your-path/resumes2/crafting-your-resume21> topic

Interviews: <https://connect.ja.org/work-career-readiness/plan-your-path/> 4 topics

OPTIONAL ADVANCED PROJECT

After applying soft skills in a simulated work environment, participants may demonstrate their skills and knowledge by completing an independent project, Effective Communication, resulting in a learning artifact. Completing the project extends learning and allows credentialing in two JA Work and Career Readiness competencies: (1) Engaging Communication and (2) Critical and Analytical Thinking.

Additional optional advanced projects may be developed to support JA Career Success.

Visit <https://connect.ja.org/>, JA Connect Resource Guide <https://data.ja.org/s/dRUAAA>, and <https://career.ja.org/> for additional resources.