

JA Success Skills

Description	Key Learning Objectives	Social Studies	Language Arts	Mathematics
<p>Activity One: Connecting to the Workplace The students explore their beliefs, values, and ethical principles as they relate to the world of work.</p>	<p>Objectives: The students will: -assess their knowledge of school and workplace expectations -analyze ethical dilemmas common in school and the workplace -develop a personal code of ethics</p>		1.1 a-f 1.2 a-f 1.3 a, c-e 1.4 a, b 3.1 a 3.2 a-c, f 4.2 a, b 4.3 a, b	
<p>Activity Two: Communicating Effectively The students analyze communication patterns to discover the importance of effective interpersonal communications in the workplace and in life.</p>	<p>Objectives: The students will: -explore effective and ineffective forms of communication -identify effective interpersonal skills practiced by famous people -develop an interpersonal skills plan for the workplace</p>		1.1 a-f 1.2 a-f 1.3 a, c-e 1.4 a, b 3.1 a 3.2 a-c, f 4.2 a, b 4.3 a, b	
<p>Activity Three: Assessing Your Skills The students evaluate videotaped workplace scenarios and complete a skills assessment.</p>	<p>Objectives: The students will: -evaluate appropriate courses of action to take when presented with hypothetical workplace situations -recognize effective and ineffective behaviors in the workplace</p>		1.1 a-f 1.2 a-f 1.3 a, c-e 1.4 a, b 3.1 a 4.2 a, b 4.3 a, b	
<p>Activity Four: Improving Your Skills The students interpret scores received on their interpersonal skills assessment.</p>	<p>Objectives: The students will: -discover their individual level of interpersonal effectiveness -explore strategies for improving their skills in building rapport, influencing others, and teamwork</p>		1.1 a-f 1.2 a-f 1.3 a, c-e 1.4 a, b 3.1 a 4.2 a, b 4.3 a, b	
<p>Activity Five: Building Rapport The students learn about establishing and building rapport in personal and work situations.</p>	<p>Objectives: The students will: -learn techniques for establishing rapport in personal and work situations -practice and recognize effective behaviors for building rapport</p>		1.1 a-f 1.2 a-f 1.3 a, c-e 1.4 a, b 3.1 a 4.2 a, b 4.3 a, b	
<p>Activity Six: Influencing Others The students learn effective ways to influence others in the workplace through case studies and discussion.</p>	<p>Objectives: The students will: -develop questioning and restating skills -identify effective behaviors for influencing others -recommend specific approaches for influencing others in the workplace</p>		1.1 a-f 1.2 a-f 1.3 a, c-e 1.4 a, b 3.1 a, c 3.2 a-c, f 4.2 a, b 4.3 a-c	

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<p>Activity Seven: Working in Teams The students apply teamwork skills by working together to reach a common goal.</p>	<p>Objectives: The students will: -recognize that collaboration is necessary to achieve desired results -identify factors that enhance or impede team performance -apply guidelines for effective team performance to their own school or work situations</p>		<p>1.1 a-f 1.2 a-f 1.3 a, c-e 1.4 a, b 3.1 a, c 3.2 a-c, f 4.2 a, b 4.3 a, b</p>	
<p>Activity Eight: Communicating Your Value The students learn to communicate their skills and use a variety of career preparation tools.</p>	<p>Objectives: The students will: -complete a job application -prepare a work history report -write effective business letters and resumes -organize a portfolio</p>		<p>1.1 a-f 1.2 a-f 1.3 a, c-e 1.4 a, b 3.1 a, c 3.2 a-c, f 4.2 a, b 4.3 a-c</p>	
<p>Activity Nine: Presenting Yourself The students learn techniques for presenting themselves effectively and practice preparing for peer interviews.</p>	<p>Objectives: The students will: -identify effective techniques for presenting oneself -prepare for interviews with potential employers -participate in peer interviews and provide effective feedback -organize a portfolio</p>		<p>1.1 a-f 1.2 a-f 1.3 a, c-e 1.4 a, b 3.1 a 4.2 a, b 4.3 a, b</p>	
<p>Activity Ten: Applying Your Skills The students practice their interpersonal skills through either one-on-one interviews or a panel discussion with community representatives.</p>	<p>Objectives: The students will: -apply their interpersonal skills in interactions with community representatives -participate in interviews or ask questions of panelists. -receive feedback on their preparation and interview skills</p>		<p>1.1 a-f 1.2 a-f 1.3 a, c-e 1.4 a, b 3.1 a 4.2 a, b 4.3 a, b</p>	