

DEAR EDUCATOR AND VOLUNTEER,

As you implement *JA Career Success*®, we want you to be aware of the self-guided, on-demand digital resources available on JA Connect® to enhance and extend student learning. These bite-size learning activities average 5–10 minutes in length, are highly interactive, and are accessible via computer or mobile device at <https://connect.ja.org/work-career-readiness>. They may be used:

- As pre-program activities to help jump-start conversation.
- To practice concepts during your JA class sessions.
- As a follow-up for extended learning/practice.

All entry-level resources are available to any user. Intermediate and advanced resources require login (users can access with existing JA login or may self-register). Select the thumbnail image to go directly to the resource.

New resources are added frequently, so check back often. Resources that align with *JA Career Success*, including those found in the Educator Overviews, are:



Work and
Career Readiness



Go to connect.ja.org
for more activities.

SESSION ONE: WELCOME TO THE WORKPLACE



Understanding Interviewing



Entry

Students learn how interviews work and discover how they can benefit from the job interview process.

SESSION TWO: WORKPLACE DECISION MAKING



Strategic Planning Decision Making



Entry

Students learn about JA, PACED, and Weighted Decision-Making tools and when to use each one.



Responding to Failure



Intermediate

Students discover tips and techniques for responding positively to failure.

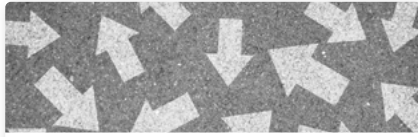


Weighted Pros and Cons Decision-Making Tool



Intermediate

Students learn about and try out the Weighted Decision-Making Tool which allows them to assign some criteria more weight than others to help choose the best alternative.

SESSION TWO: WORKPLACE DECISION MAKING (CONTINUED)**PACED Decision-Making Model** Intermediate

Students use a matrix-based decision-making tool for complex situations with multiple alternatives.

SESSION THREE: WORK SMART: PLANNING AND REMOTE COLLABORATION**What Is Collaboration?** Entry

Students explore different situations in which teamwork is the key to success.

**Effective Remote Collaboration** Intermediate

Students learn how remote teams can work together effectively as they navigate unique problems.

**Responding to Failure** Intermediate

Students discover tips and techniques for responding positively to failure.

SESSION FOUR: CONFLICT RESOLUTION IN THE WORKPLACE**Tips for Handling Conflict** Entry

Students explore 10 key tips for successful conflict resolution and decide whether individuals are handling conflicts well or poorly.

**Win-Win Conflict Resolution** Entry

Students learn how interest-based conflict resolution works and why it's often the best way to resolve differences in the workplace.

**Expert Guidance: Conflict Management** Entry

Students get hands-on experience in conflict resolution as they play this scenario-based game.

SESSION FOUR: CONFLICT RESOLUTION IN THE WORKPLACE (CONTINUED)



You're The Boss: Conflict Resolution

 Intermediate

Students evaluate supervisors' conflict management skills and help improve employee satisfaction.



Selecting the Right Conflict Resolution Model

 Intermediate

Students explore different scenarios and learn more about different types of conflict resolution.



A Positive Look at Conflict

 Intermediate

Students learn about the upside of conflict.

SESSION FIVE: WORKPLACE CREATIVITY



What is Growth Mindset?

 Entry

Students learn about growth mindset and how to identify it in themselves and others.



How to Develop a Growth Mindset

 Entry

Students explore tips and examples to help them overcome fixed ideas and allow them to grow, learn, and overcome challenges.



Responding to Failure

 Intermediate

Students discover tips and techniques for responding positively to failure.

SESSION SIX: SOLVING WORK PROBLEMS



What is Collaboration?

 Entry

Students explore different situations in which teamwork is the key to success.



The Other Side of Conflict

 Intermediate

Students help characters make decisions. At each decision point, they see how their choices play out—and whether they help or hurt the conflict resolution process.

SESSION SEVEN: CRISIS MANAGEMENT**How to Develop a Growth Mindset** Entry

Students explore tips and examples to help them overcome fixed ideas and to allow them to grow, learn, and overcome challenges.

**Effective Team Behavior** Intermediate

Students observe and make recommendations about which employees have the traits they need to support collaboration, resolve conflicts, and lead by example.

**Online Job Applications** Intermediate

Students learn what information is needed to complete an online job application and practice filling one out.

**Crafting Your Resume** Entry

Students learn how to recognize key features of a resume and explore resume formatting options.