# JA Career Success® (Blended)

JA Career Success (Blended) is an engaging and comprehensive blended program that introduces high school students to the workplace. As interns, they participate in realistic work experiences in multiple departments of a fictional company, Orbit Boom. The program teaches soft skills and business best practices in the context of realistic scenarios and assignments.

Supporting blended as well as self-guided activities, *JA Career Success* (Blended) builds knowledge, skills, and abilities in every competency of the JA Work and Career Readiness Pathway. The default ICH for this program 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.
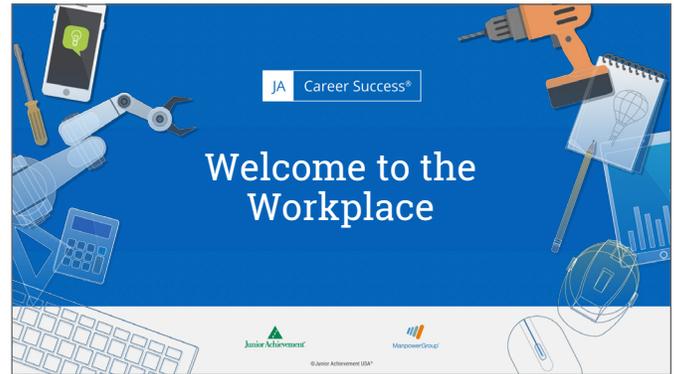
PROGRAM HIGHLIGHTS

- A unique STEM-rich business environment, complete with contextual information and assignment 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 work in collaboration with others

- 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 two optional Extended Learning Opportunities per session

- 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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Curriculum Outline

Session	Overview	Objectives	Activities
Welcome to the Workplace	Students 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.	**Students:** • Examine a company's organizational hierarchy and cultural norms to adapt to the specific business environment. • Establish SMART performance goals that align with the company's key success factors .	Required: • Warm-Up • Orbit Boom Employee Handbook exploration • SMART goals • Wrap-Up ELO: • Supervisor Email • Employee Handbook Revisited
Workplace Decision Making	Students 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.	**Students:** • Demonstrate self-direction by identifying credible sources, conducting research, and summarizing recommendations. • Communicate recommendations using evidence for persuasion.	Required: • Warm-Up • Communication Platform Evaluation • Persuasive Summary • Wrap-Up ELO: • Approaches to Decision Making
Work Smart: Planning and Remote Collaboration	Students work in groups to plan a company-wide remote meeting with a detailed timeline for the **Executive** team.	**Students:** • Organize work priorities based on importance and urgency. • Plan realistic pacing for tasks to self-manage time and productivity. • Identify best practices for collaborating when working remotely.	Required: • Warm-Up • Collaborative Planning of a Remote Meeting • Remote Best Practices ELO: • Explore Collaboration Tools
Conflict Resolution in the Workplace	Students role-play conflicts in the **Logistics** department and apply conflict management techniques through improvisation to resolve conflicts in the warehouse.	**Students:** • Apply logic and reason to determine a win-win outcome for the team's success. • Express empathy and use active listening in a conflict resolution situation.	Required: • Warm-Up • Critical Thinking and Empathy • Conflict Resolution in Action • Wrap-Up ELO: • Methods of Conflict Resolution
Workplace Creativity	Students collaborate to generate, narrow down, and elaborate on creative ideas for new products and services with the **R&D** department.	**Students:** • Invent creative and reasonable solutions using collaborative brainstorming techniques. • Present the creative idea clearly and briefly, highlighting the solution's features and benefits. • Adjust the chosen solution based on business requirements and real-world limitations.	Required: • Warm-Up • Brainstorming and Collaboration • Refine and Adapt Ideas • Wrap-Up ELO: • Effective Creative Collaboration

Curriculum Outline

Session	Overview	Objectives	Activities
Solving Work Problems	Students analyze declining sales of a key software product. They identify the root cause and present findings to the **Sales & Marketing** department head.	**Students:** • Apply analytical thinking to research and identify the root cause of an issue. • Present a clear solution that conveys sound reasoning and directly addresses the root cause.	Required: • Warm-Up • The Root Cause • Communicate Findings and Propose a Solution • Wrap-Up Choice: • Corporate Problem Solving
Crisis Management	Students 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.	**Students:** • Identify potential crises and plan appropriate risk responses for each situation (avoid, reduce, transfer, or accept). • Develop recommendations to revise an existing contingency plan to prepare for future problems. • Communicate the revised contingency plan accurately and briefly. • Reassess the original SMART goal based on the soft skills practiced in the simulated internship.	Required: • Warm-Up • Managing Risk • Contingency Plan • Reassess SMART Goals • Wrap-Up ELO: • Lessons of the Past • Entry-Level Opportunities • Soft Skills Reflection

OPTIONAL CAREER DEVELOPMENT TOPICS

Students explore 10 self-guided career development topics available on JA Connect™ Learning Pathways. 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
- Resumes (new): https://connect.ja.org/work-career-readiness/plan-your-path/resumes2/crafting-your-resume2 1 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, students 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 (Blended).