

## DEAR EDUCATOR AND VOLUNTEER,

As you implement *JA Career Success*® (Blended), we want you to be aware of new, self-guided, on-demand digital resources available 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 basic-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* (Blended), including those found in the Educator Overviews, are:



Work and Career Readiness



Go to [connect.ja.org](https://connect.ja.org) for more activities.

## WELCOME TO THE WORKPLACE



### Understanding Interviewing

- Basic
- ✓ Career Development
- ✓ Engaging Communication
- ✓ Cultural Agility
- ✓ Interpersonal Skills

## WORKPLACE DECISION MAKING



### Tools for Decision Making

- Basic
- ✓ Decision Making



### Responding to Failure

- Intermediate
- ✓ Critical & Analytical Thinking
- ✓ Creativity
- ✓ Self-Direction
- ✓ Problem Solving
- ✓ Career Development





### Weighted Pros and Cons Decision Making

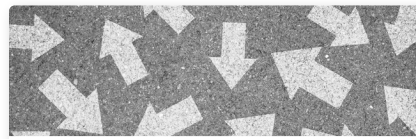
- Intermediate
- ✓ Decision Making

## WORKPLACE DECISION MAKING (CONTINUED)





### Strategic Planning Decision Making

-  Intermediate
-  Decision Making





### PACED Decision Making

-  Intermediate
-  Decision Making

## WORK SMART: PLANNING AND REMOTE COLLABORATION



### What Is Collaboration?

-  Basic
-  Collaboration









### Effective Remote Collaboration

-  Intermediate
-  Collaboration







### Responding to Failure

-  Intermediate
-  Critical & Analytical Thinking
-  Creativity
-  Self-Direction
-  Problem Solving
-  Career Development

## CONFLICT RESOLUTION IN THE WORKPLACE







### Tips for Handling Conflict

-  Basic
-  Engaging Communication
-  Problem Solving
-  Interpersonal Skills







### Win-Win Conflict Resolution

-  Basic
-  Engaging Communication
-  Problem Solving
-  Interpersonal Skills




### Expert Guidance: Conflict Management

-  Basic
-  Engaging Communication
-  Problem Solving
-  Interpersonal Skills

## CONFLICT RESOLUTION IN THE WORKPLACE (CONTINUED)




### You're The Boss: Conflict Resolution

-  Intermediate
- ✓ Engaging Communication
- ✓ Problem Solving
- ✓ Interpersonal Skills




### Selecting the Right Conflict Resolution Model

-  Intermediate
- ✓ Engaging Communication
- ✓ Problem Solving
- ✓ Interpersonal Skills



### A Positive Look at Conflict

-  Intermediate
- ✓ Engaging Communication
- ✓ Problem Solving
- ✓ Interpersonal Skills

## WORKPLACE CREATIVITY




### What is a Growth Mindset?

-  Basic
- ✓ Creativity
- ✓ Critical & Analytical Thinking




### How to Develop a Growth Mindset

-  Basic
- ✓ Critical & Analytical Thinking
- ✓ Creativity



### Responding to Failure

-  Intermediate
- ✓ Critical & Analytical Thinking
- ✓ Creativity
- ✓ Self-Direction
- ✓ Problem Solving
- ✓ Career Development

## SOLVING WORK PROBLEMS




### What Is Collaboration?

-  Basic
- ✓ Collaboration



### The Other Side of Conflict

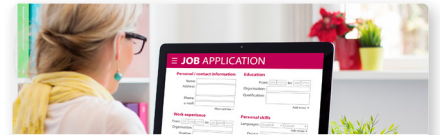
-  Basic
- ✓ Engaging Communication
- ✓ Problem Solving
- ✓ Interpersonal Skills

**CRISIS MANAGEMENT****How to Develop a Growth Mindset**

- ■ ■ Basic
- ✓ Critical & Analytical Thinking
- ✓ Creativity

**Effective Team Behavior**

- ■ ■ Intermediate
- ✓ Collaboration

**Online Applications**

- ■ ■ Intermediate
- ✓ Engaging Communication
- ✓ Decision Making
- ✓ Career Development

**Crafting Your Resume**

- ■ ■ Advanced
- ✓ Career Development