

「JA 成功技巧工作坊」

學生對象	: 中四至中七學生
學習時數	: 8 小時
「其他學習經歷」	: 與工作有關的經驗
JA 重點	: 就業準備

1. 「JA 成功技巧工作坊」

「JA 成功技巧工作坊」是為期一天八小時的活動，於學年內不同的星期六舉行。目的是讓學生更深入地了解工作環境所需的各種人際及求職技巧。

「JA 成功技巧工作坊」會於星期六舉行，來自不同學校的學生將會以分組形式，在 2 至 3 名的商界義工帶領下，進行有關人際溝通、團隊合作、撰寫履歷和面試技巧的活動。透過活動教學及商界義工的分享，令學生對未來在社會工作及其事業展望更加充滿信心。

參加「JA 成功技巧工作坊」，學生將有機會：

- ✓ 建立有效人際關係及解決問題策略
- ✓ 學習怎樣將人際及團隊技巧應用於工作上
- ✓ 預習求職的各項準備 (撰寫履歷及模擬面試)
- ✓ 從商界義工身上學習成功之道

2. 申請方法

請填寫並交回附上之申請表格。關於工作坊的詳情，JA 會聯絡負責老師跟進。貴校可以以下列兩種形式參與「JA 成功技巧工作坊」：

A) 協辦學校：

開放 貴校禮堂及課室等設施 (詳情請留意以下「資源安排」部份)，作為舉辦工作坊之場地，讓更多貴校及同區學校的學生有機會參與。

為一天的「JA 成功技巧工作坊」提供場地，貴校就能：

- ✓ 豐富學生的「其他學習經歷」
 - 高達 30% 的名額可預留給 貴校學生，讓他們有機會參與，並從商界義工身上學習
 - 學生亦可擔當學生義工，協助工作坊的當日安排，從中得到社會服務經驗
- ✓ 獲 JA 於網頁及年報上表彰 貴校的支持

B) 參與學校：鼓勵及招募 貴校學生參加。

3. 資源安排

貴校需 (* 為適用於協辦學校) :

- 鼓勵及招募中四至中七學生參加
- 選出一位**負責老師**，出席一小時之簡介會，並帶領學生於 貴校內進行一小時之準備活動
- 影印學生之筆記
- 協助學生**準備一份履歷**參加工作坊
- * 安排**學校禮堂 (需有音響系統及投影機)**，**15-18** 間課室及額外的**枱檯**為工作坊之用
- * 影印義工之筆記

國際成就計劃香港部將負責：

- 提供學生之筆記的**電腦檔案**給參與的學校作影印用及分發給同學之用
- 聯絡及預備指導學生之**商界義工**
- 為參加者安排午餐及飲品
- 安排**職員**統籌及協助計劃進行

4. 課程查詢

如有任何查詢，歡迎聯絡國際成就計劃香港部周素玲小姐：

電話：3426-3148

電郵：ss.ja@jahk.org



JA Success Skills Workshop

Target Students	: Form 4 to Form 7
Learning Time	: 8 hours
OLE Area	: Career-Related Experiences
JA Focus	: Work-Readiness

1. What is JA Success Skills Workshop?

JA Success Skills Workshop is a **one-day 8 hours** Workshop held on **Saturdays** throughout the school year. It aims at helping young people to develop interpersonal and job searching skills which are necessary in a professional environment.

JA Success Skills Workshop will be held on Saturday. 2-3 **business volunteers** will lead a team of 15-20 students from various schools and engage them in **communication** and **team building** exercises, and sharing experience on **resume-writing** and **interviewing** skills. Through these developmental activities and interaction with our business volunteers, young people will build up their confidence in preparing for the world of work and pursuing their career goals.

By joining the JA Success Skills Workshop, students from your school will have the opportunity to:

- ✓ Develop interpersonal effectiveness and problem-solving strategies
- ✓ Learn how interpersonal and teamwork skills apply in the workplace
- ✓ Practice career-preparation activities (resume writing & mock interviews)
- ✓ Engage with business professionals and learn from successful role models

2. Application Procedure

Please indicate your interest by completing and submitting the application form attached. JA will contact the Link Teacher once the details of the Workshop has been confirmed.

Your school may participate in the JA Success Skills Workshop in 2 ways:

A) HOST School: Provide the venue for JA Success Skills Workshop for more students of your school and schools in the district to be able to benefit.

By providing the venue for the one-day JA Success Skills Workshop, your school will:

- ✓ Enrich your students' OLE
 - Up to 30% of places can be reserved for your students to participate in the workshop and learn directly from experienced business professionals
 - Students will have the community service opportunity to support the workshop as student volunteers
- ✓ Be recognized as a JA Supporter at JA website and annual report

B) PARTICIPATING School: Encourage and recruit students from your school to participate in the JA Success Skills Workshop.

3. Resources Commitment

Your school will need to (* for host schools):

- Encourage and recruit **Form 4 to Form 7 students** to participate
- Nominate a **Link Teacher** to coordinate the program with JA, attend a 1-hour briefing organized by JA, and conduct a 1-hour Preparation Session for the students.
- Print student workbook
- Have students **prepare a resume** prior to the workshop
- * Arrange the **school hall (with microphone and projector), 15 -18 classrooms, extra tables and chairs** for use at the workshop

JA will provide:

- Soft copies** of student workbook and volunteers guide to participating schools' printout for students' distribution.
- Business Volunteers** to guide students through the program
- Lunch & drinks for all participants
- Staff** to coordinate and support the program

4. Enquiry

For enquiries, please contact Ms. Maria Chow of Junior Achievement Hong Kong:
Tel : 3426-3148 Email : ss.ja@jahk.org