

JA Success Skills

Work Readiness

Program Length	4 hours for each workshop (OLE learning time)
Target Participants	Form 4 to Form 6 students
Program Format	Physical Program: Half-day workshop at school / co-host school lead by business volunteers Online Program: Half-day workshop deliver through online platform lead by business volunteers

Language	English or Cantonese
School Commitments	School to provide venue. At least one teaching staff or facilitator to support student coordination
Cost	Free of charge

Introduction

- ▶ To succeed in the 21st workplace, students need to develop skills that can help them adapt to and excel in a fast changing world. Communication, collaboration, creative and critical thinking are considered the most important 21st century skills. JA Success Skills develops the 4C skills of students and equip them with practical job search skills and tools.

Program Highlights

- ▶ JA Success Skills (I) hones the 4C skills of students in a workshop setting, with business volunteers leading students in interactive group exercises to develop their creativity, collaboration, creative and critical thinking. Students will learn the 'super skills' of 21st century through games, exercises and role playing and understand the importance of these skills in the workplace.
JA Success Skills (II) introduces the developments in the employment market and help students build their personal brand through practical job search and interview tools and skills. Students will have the opportunity to experience one-to-one mock interviews and develop their personal action plans under the guidance of business volunteers.

JA Success Skills Workshop (1)

<div style="margin-bottom: 20px;">   <p>Session 1 : Creative Thinking (40 min)</p> <p>Students learn why creativity is important to workplace success and how to be creative through fun exercises.</p> </div> <hr style="border-top: 1px dotted #ccc;"/> <div>   <p>Session 2 : Collaboration Skills (40 min)</p> <p>Through the GRPI model (Goals, Roles and Responsibilities, Processes, and Interpersonal Relationship Skills), students learn the behavior found in high-performance teams in the workplace.</p> </div>	<div style="margin-bottom: 20px;">   <p>Session 3 : Critical Thinking (40 min)</p> <p>Students understand the importance of critical thinking and what it means to think critically through real-life situations.</p> </div> <hr style="border-top: 1px dotted #ccc;"/> <div>   <p>Session 4 : Communication (40 min)</p> <p>Students apply communication skills to resolve conflicts in work-based scenarios. They will explore behaviors that lead to a resolution.</p> </div>
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JA Success Skills Workshop (2)

1



Session 1 : Personal Values (25 min)

Self-understanding is the first step to lead a purposeful life and a successful career. Students will know what is important to them through a simple exercise.

3



Session 3 : Mock Interview & Personal Brand (90 min)

Students will have one-on-one mock interviews with business volunteers. They will also learn to develop their personal action plan using the “Purpose-Passion-Strengths-Market Demand” framework

2



Session 2 : Know Your Personal Brand (45 min)

Students will learn the techniques in writing resumes (including digital profiles), application letters and job interviews. The business volunteers will offer feedback on their prepared resumes.

4



Session 4 : Debriefing (20 min)

Business Volunteers will summarize the “dos and don’ts” in job applications

Student Takeaways

- Acquire the ‘super’ soft skills for 21st century workplace
- Develop personal brand and job search skills
- Engage with business professionals for first-hand understanding of the world of work
- Certificate will be presented upon completion

About JA HK

Junior Achievement Hong Kong (JA HK) is one of the 100+ members of JA Worldwide, and a leading provider of Other Learning Experiences in Hong Kong. Our programs enable young people to learn the world of work from the first-hand experience of business volunteers. Since our establishment in 2001, we have engaged the support of over 25,000 business volunteers from some 700 companies to serve more than 380,000 students from over 600 schools.

As one of the world’s largest youth-serving NGOs, JA Worldwide prepares young people for employment and entrepreneurship. For 100 years, JA has delivered hands on, experiential learning in entrepreneurship, work readiness and financial literacy. We create pathways for employ ability, job creation, and financial success. Each year, our network of over 450,000 volunteers serves more than 10 million students in over 100 countries.

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Organised by

