

# JA Success Skills

## Career Readiness

<p><b>Program Length</b> 8 Hours (OLE Hours) Pre-program preparation : 4.5 Hours Workshop : 2.5 Hours Post-program extended learning : 1 Hour</p>	<p><b>Language</b> English or Cantonese</p>
<p><b>Target Participants</b> Form 4 to Form 6 students</p>	<p><b>School Commitments</b> School to provide venue. At least one teaching staff or facilitator to support student coordination</p>
<p><b>Program Format</b> Face to face / Online: 2.5 hours workshop led by business volunteers face to face at school or online</p>	<p><b>Cost</b> Free of charge</p>





### 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.

## JA Success Skills Workshop - 4C Game

### Program Highlights

- ▶ JA Success Skills – 4C Games Session 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 and discussion and understand the importance of these skills in the workplace.

<p><b>1</b></p>  <p><b>Session 1 :</b> <b>Collaboration &amp; Communication Skills</b> <b>(25 mins)</b></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>	<p><b>3</b></p>  <p><b>Session 3 :</b> <b>Critical Thinking</b> <b>(15 mins)</b></p> <p>Students understand the importance of critical thinking and what it means to think critically through real-life situations.</p>
<p><b>2</b></p>  <p><b>Session 2 :</b> <b>Creative Thinking</b> <b>(15 mins)</b></p> <p>Students learn why creativity is important to workplace success and how to be creative through fun exercises.</p>	<p><b>4</b></p>  <p><b>Session 4 :</b> <b>Wrap-up (5 mins)</b></p> <p>Recap the 4C skills - Collaboration &amp; Communication Skills, creative thinking &amp; Critical Thinking.</p>

## JA Success Skills Workshop - Mock Interview and Resume Writing

### Program Highlights

JA Success Skills Mock Interview and Resume Writing Session 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 mock interviews and learn resume writing skills under the guidance of business volunteers.

1



#### Session 1 : Mock Interview (25 mins)

Students will have mock interviews with business volunteers.

2



#### Session 2 : Feedback (20 mins)

Business Volunteers will give comments on students' overall interview performance and provide tips on interviewing skills.

3



#### Session 3 : Resume Writing (15 mins)

Students will learn the techniques in writing resumes (including digital profiles). The business volunteers will offer feedback on their prepared resumes.

4



#### Session 4 : Wrap-up (5 mins)

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 28,000 business volunteers from some 700 companies to serve more than 420,000 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.

如有任何查詢，請透過以下方式聯絡我們  
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主辦機構

