



# JA It's My Job (Soft Skills)

**Workplace Communication:** Focuses on voice, tone, professional speech, and topics to avoid at work; covers communication methods to ensure workplace success.

**Cell Phones in the Workplace:** Covers the appropriate use of cell phones in the workplace, including cell phone etiquette, using apps and Internet access to increase productivity, and proper workplace texting language.

**Communicating About Yourself:** Focuses on the basics of manners, etiquette, and proper workplace behavior, and covers the basics of professional communication and workplace introductions.

**Workplace Writing:** Covers the basics of why grammar, punctuation, and spelling are relevant (they communicate about you), using appropriate language in writing, and doing a basic task (email).

**Applications and Resumes:** The basics of both job applications and resumes.

Visit <https://connect.ja.org/>, JA Connect Resource Guide <https://data.ja.org/s/exUAAA>, and <https://career.ja.org/> for additional resources.