



Junior
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of Greater Baton Rouge

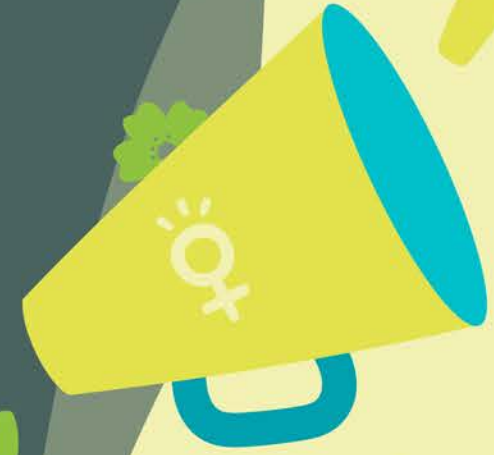


LEADING *Ladies*

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**Student Digital
Resource Book**

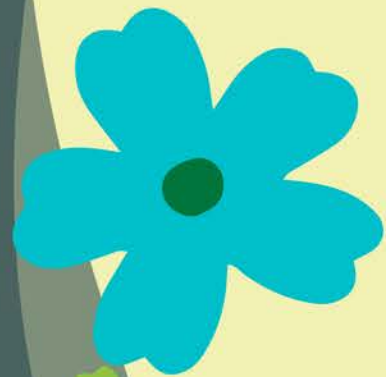
We come together to support each other



YOU ARE A LEADING LADY!



THINK IT,
WANT IT,
GET IT

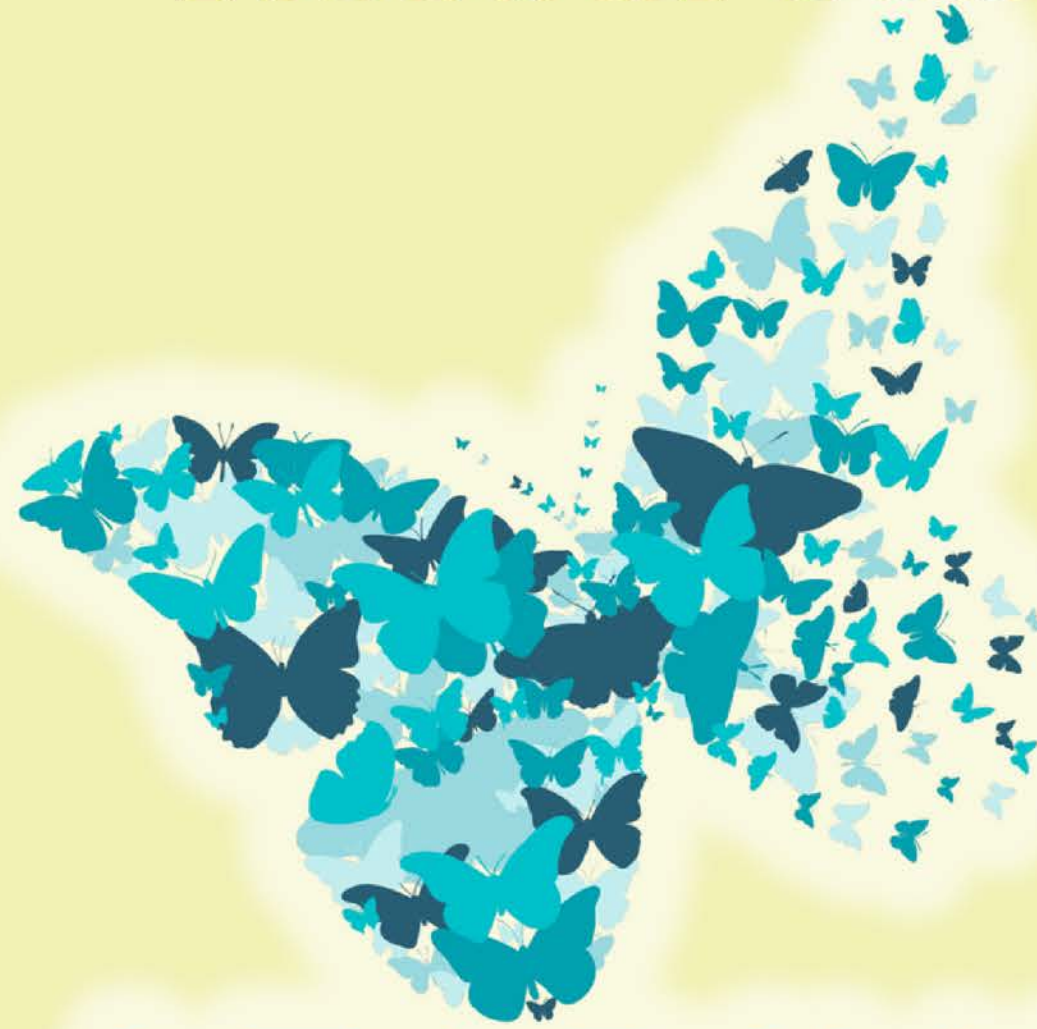


Be [♡]
proud of
your [♡]
Self [♡]



Junior Achievement and all our mentors and partners wish you the best of luck as you set out to achieve your goals!

Career & Work Ready Resources



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Essential Skills to Build





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Goal Setting

Goal Worksheet ✨



Instructions:

- Fill in your first ten-year goal.
- Fill in a five-year goal that will help you reach your ten-year goal ten-year goal.
- Fill in a one-year goal that will help you reach your ten-year goal
- Repeat the process for your second ten-year goal.

****COMPLETE THE DO'S AND DON'TS FOR EACH OF YOUR ONE, FIVE, AND TEN YEAR GOALS****



DO'S: In the space provided list choices that will help you reach your goal



DON'TS: In the space provided list choices that might keep you from reaching this goal

ONE-YEAR GOAL



FIVE-YEAR GOAL



TEN-YEAR GOAL



ONE-YEAR GOAL



FIVE-YEAR GOAL



TEN-YEAR GOAL







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Soft Skills Self-Assessment

Name _____

SOFT SKILLS SELF-ASSESSMENT

Instructions: Read each statement below about your soft skills. Mark the column that best represents you.

	This soft skill is a strength of mine. I already do this pretty well.	This soft skill is a weakness of mine. I need to work on it.	I need to learn more about this soft skill. I'm not sure if I'm good at it or not.	Record examples of when you demonstrated this skill or possible ways to strengthen it.*
1. I have a strong work ethic, even when no one is looking over my shoulder to be sure I'm doing the right thing.				
2. I am good at influencing others or being a leader in a group when it is needed.				
3. When someone points out a weakness of mine, I use the information to improve myself without being negative to that person.				
4. When facing a challenge, if I have done everything I can do and still don't have a solution, I find the person who can help me and ask for help.				
5. When facing change, I can be flexible.				
6. I prioritize and plan my tasks so that I meet deadlines.				
7. I am organized.				
8. When under pressure, I am able to stay calm and focused on the task at hand.				
9. I generally have a positive attitude. I am pleasant to be around.				
10. Regardless of how my own day is going, I remain polite to those around me, using "please," "thank you," and "I apologize" as necessary.				

* Examples can come from your daily routine; they don't have to be from a single, isolated story.

11. List one of the soft skills you would like to learn more about and strengthen before interviewing for a job. How do you plan to learn more about this soft skill? How do you plan to strengthen this soft skill?

12. On Your Own: Consider asking a close friend or family member to rank you on the same soft skills covered in the questions above. Compare their ranking to yours and see if it changes which soft skills you would like to learn more about and which ones you would like to improve.



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Ace Your Interview

Interview Questions

1. Tell me about yourself. **Be comfortable talking about yourself, your family, and your future. Do not be negative in your responses.**
2. Tell me about how you worked effectively under pressure. **Be able to share an example of when you had to work under pressure. Be honest! Mistakes, positive points, what you learned from it.**
3. How do you handle a challenge? **Give an example.**
4. Have you ever made a mistake? How did you handle it? **Yes, trick question because all of us have made mistakes! The interviewer is looking for how you corrected your mistake. TAKE RESPONSIBILITY.**
5. Give an example of how you set goals.
6. Give an example of a goal you reached and tell me how you achieved it. **This can be a short-term or long-term goal. They are looking for your thought process. It can be something as simple as saving money for a short-term goal.**
7. Describe a decision you made that wasn't popular and how you handled implementing it.
8. Give an example of how you worked on a team. **The interviewer wants to know that you can work well with others. Don't say "I hate group projects" or "I prefer to work alone".**
9. What do you do if you disagree with someone at work? **Can you handle disagreements in a mature way?**
10. What Do You Like to Do Outside of Work? **Share SOME of your interests. Be careful not to make it appear you are too busy!**
11. Where Do You See Yourself in Five Years? **College, trade school?**
12. What Motivates You?
13. How Do You Like to Be Managed?
14. What Should I Know That's Not on Your Resume?
15. What Type of Work Environment Do You Prefer?
16. How would your coworkers/classmates describe you?
17. Tell me some of your positive traits. **Be willing to talk about yourself positively!**
18. Tell me some of your personality flaws. **Be open about some of your traits that you aren't happy with and also frame them in a way that shows you know yourself and you know what to work on about yourself.**
19. Do you have any questions for me? **Always have a question ready for them but not a pay or hour-related question.**
 - a. **How long have you been a manager?**
 - b. **How long have you worked for this company?**
 - c. **What do you like most about your job?**



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Ace Your Interview

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- Tell me about how you worked effectively under pressure. Be able to share an example of when you had to work under pressure. Be honest! Mistakes, positive points, what you learned from it.
- How do you handle a challenge? Give an example.
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- What do you do if you disagree with someone at work? Can you handle disagreements maturely?
- What do you like to Do Outside of Work? Share some of your interests. Be careful not to make it appear you are too busy!
- Where Do You See Yourself in Five Years? College, trade school?
- What Motivates You?
- How Do You Like to be managed?
- What Should I Know That's Not on Your Resume?
- What Type of Work Environment? Do you prefer?
- How would your coworkers/classmates describe you?
- Tell me some of your positive traits. Be willing to talk about yourself positively!
- Tell me some of your personality flaws. Be open about some of your traits that you aren't happy with. All of them frame them in a way that shows you know yourself and you know what to work on about yourself.
- Do you have any questions for me? Always have a question ready for them but not a pay or hour-related question.
 - How long have you been a manager?
 - How long have you worked for this company?
 - What do you like most about your job?



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Sample Teen Resume



**OLIVIA
WILSON**
HIGH SCHOOL/JUNIOR



ABOUT ME

I am a friendly, organized High School Student looking for part-time and holiday work in retail. I have 2 years of customer service experience from working in my family's cafe. I love learning new skills, I can manage multiple tasks, and look forward to becoming part of your team.

EXPERIENCE

Casual Assistant - 2021 to 2022

Borcelle Coffee Shop

Babysitting - 2021 to 2022

Babysitting for families in my local area (children aged 3-9 years).

SKILLS

- Management of Cash & Credit Payments
- Front of House/Service Experience
- Taking of orders from customers
- Serving of food and drinks
- Answering Phone and taking orders
- Cleaning and maintenance of coffee machine/equipment
- Following procedures and following directions of manager.
- Cafe Cleaning to a High Standard

TRAINING

Barista Training Course

Warner & Spencer Basic Barista Course - 2022

EDUCATION

2022 - High School Student

Borcelle High School - Grade 11 (current)

AWARDS

Gold with Honours - 2022

Borcelle High School - Grade 11

Gold Academic Award - 2021

Borcelle High School - Grade 10

VOLUNTEERING

Borcelle Soup Kitchen - 2022

Monthly volunteering and shift leader.

Community Turtle Rescue - 2021

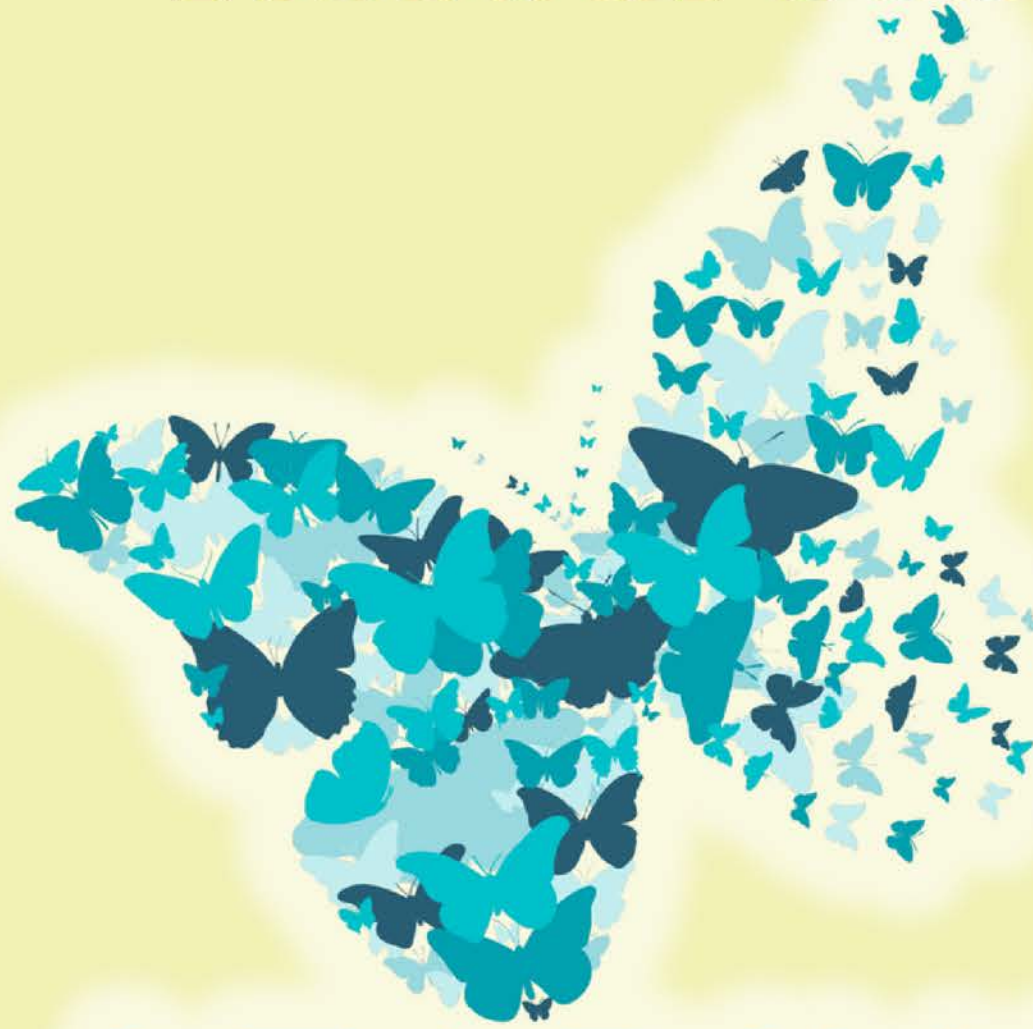
Annual monitoring and record keeping for turtles at the local hatchery (Sep-Dec)

INTERESTS

I am the captain of the school basketball team, and I play local representative soccer. I am actively involved in our school Drama productions and local Borcelle Theatre Productions as a senior drama student.

Driver's Licence: Probationary

Personal Finance Resources



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Debit Cards vs. Credit Cards



CREDIT CARD



- You borrow money from a lender in order to make purchases with credit.
- You are responsible for paying back purchases made with this card.
- Your credit limit determines how much money you can use.
- You can access a cash advance from an ATM, but additional fees may apply.
- Using this form of card can impact your credit score.

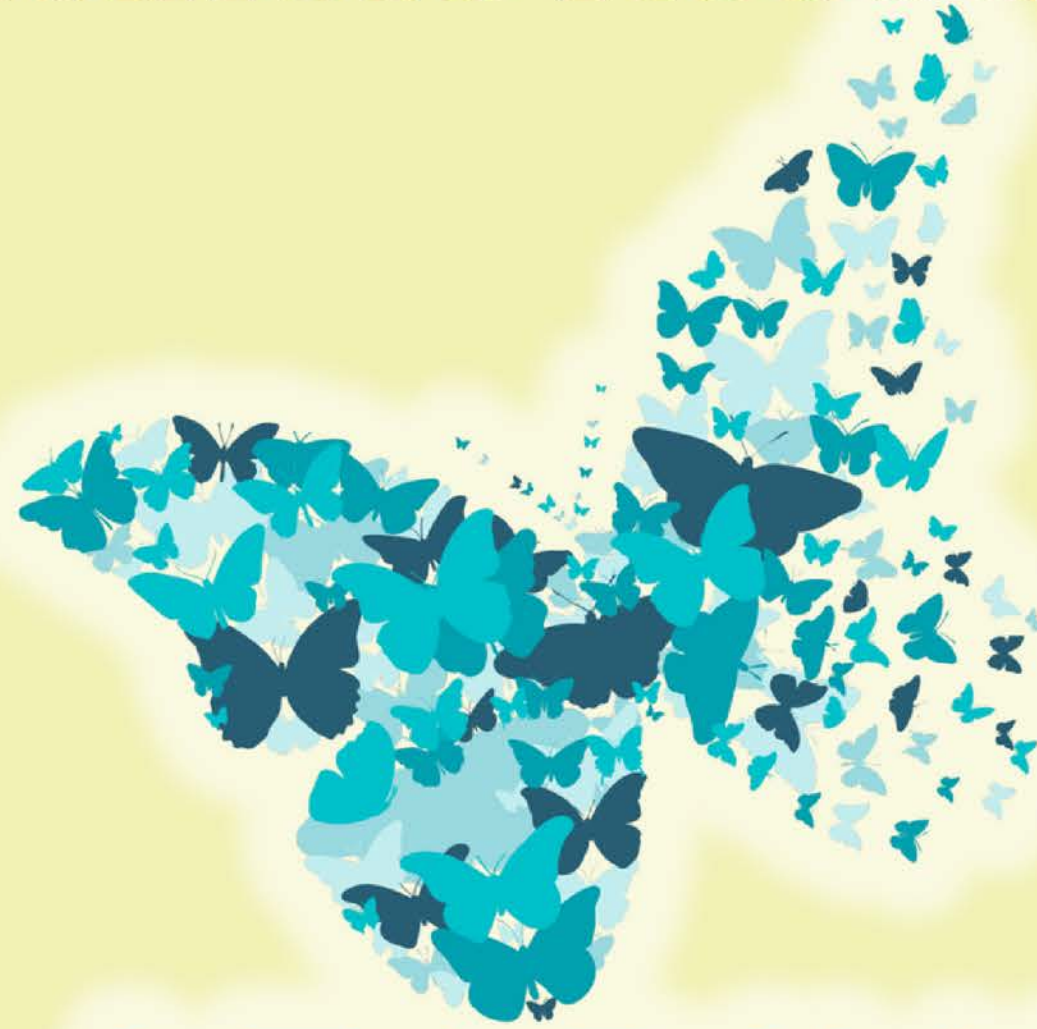
VS.

DEBIT CARD



- You use the money in your bank account to make purchases.
- Payment is withdrawn from your account once the merchant approves your transaction.
- Your bank account balance determines how much money you can use.
- You can withdraw money from an ATM.
- This form of card does not impact your credit score.

Entrepreneurship & Business Resources



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**Want to own your
own business?**

**What are some traits that
people/entrepreneurs need to be
successful in their business endeavors?**

- Have confidence
- Have patience
- Be able to pivot
- Accept feedback or failure as a means to excel
- Be approachable
- Attitude of gratitude
- Realize the customer comes first
- Detail oriented
- Ability to simplify problems
- Great customer service skills
- Entrepreneurs should research and develop a business plan long before a business starts
- Have strength and be diligent
- Be creative
- Know your strengths
- Outsource tasks if needed
- Closed doors do not define your success
- Ask for feedback
- Let your work speak for itself



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How to start your career on the right path?

What should young people understand about business/workplace?

- Have realistic salary expectations. Research in advance.
- Often those new to the workforce have to start at the bottom and work their way up.
- Employees no longer work 9-5 and flexibility is important.
- Developing strong communication skills is a must, if a person wants to advance in their career.
- It's a fine balance separating personal life and business.
- Talk to a mentor about work expectations.
- Never stop building your resume.
- Don't be afraid to take on new opportunities, take on a project, or learn something new.
- Always be "on stage".
- Choose your work friends wisely.



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 **Important things to
remember...**

**What pieces of career advice would
mentors want to share with students?**

- Be yourself
- Be proactive
- If you are going to stand out, stand out for good reason
- Have balance
- Never give up
- Work hard
- Be flexible
- Have patience
- Be kind to yourself
- Always do what you say
- Be committed
- Motivate and celebrate others
- Shadow someone in the career you are interested in.
- Develop a strong work ethic
- Find your passion



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**What skill can you use to
jumpstart your career?**

What are some soft skills that young ladies can begin to practice now to better prepare for the workforce?

- Don't procrastinate
- Follow up timely
- Learn to network and communicate in a crowd
- Dress professionally – dress for the job you want
- Be organized
- Be mindful of time management
- Do not be late for meetings. Value other's time
- Learn to respond without reacting
- In a world of screens, make sure you are comfortable talking in person



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**Watching out for
financial pitfalls...**

What are some financial pitfalls that young women should avoid on their path to financial independence?

- Getting a credit card too early and overusing.
- Avoid impulse buying.
- Don't wait to invest in your future. Begin putting money away for retirement asap.
- Don't worry about keeping up with everyone else.
- Don't co-sign a loan for someone else.
- Choose a partner that has similar financial values.
- Don't spend it if you don't have it.
- Learn to build and manage your personal budget.
- Understand student loans and the long-term impact they can have on you.



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**Things your Mentors did
to excel in their careers...**

**What are some things that mentors
have done to bolster their
self-confidence?**

- Perform with excellence. Become an expert at what you do.
- Prepare for meetings. Always have an agenda.
- Don't be afraid to ask someone else.
- Never stop learning.
- Speak positively to yourself.
- Always assume positive intent of others.



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Preparing for future challenges...

What are some challenges that young ladies may expect in the workforce and how can you prepare yourself?

- Competition will always be there. Stand out in a good way.
- Work/Home balance can be a struggle. Find your balance.
- Know your worth.
- Inequalities may be there. It takes strong individuals to change things. Be the one to break down barriers.



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YOU
GO
GIRL!



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