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917-647-0123

JOLA YOUTH WORK READINESS PROGRAM

The JoLa Youth Work Readiness Program is a new work readiness program where high school youth attend workshops, presentations/panel discussions, and TV studio training sessions. The workshops include sessions on work etiquette, public speaking/presentation skills, interview and resume writing skills. Presentations are made by subject area and industry experts/professionals and will include topics such as "Careers in TV and Film," "A Day in the Life of a Film Director," "Budgeting," and "How Does a Newsroom Operate?" The studio training includes instruction on how to use a camera, lighting, and editing equipment.

JoLa enters partnerships with community organizations, which assist with recruitment of youth and programming, and through JoLa's partnership with a local Public TV Station (NSTV), participants receive TV studio training and more. Participants are made up of youth who identify as being members of one or more demographic populations that are underrepresented in the film and television industries and/or who live in historically under-resourced communities and/or areas on Long Island.

Program Dates:

Week 1: Saturday, April 6th

Week 2: Saturday, April 13th

Week 3: Saturday, May 4th (Field Trip TBD)

Week 4: Saturday, May 11th

Week 5: Saturday, June 8th

Week 6: Saturday, June 15th (end of program event)

Program Schedule:

Time	Activity
9:00am – 12:00pm	Soft Skills Workshops
12:00am – 1:00pm	Break/Refreshments
1:00pm – 4:00pm	Hard Skills Workshops

Program Address:

North Shore TV (NSTV)
1111 Marcus Avenue, Ste. LL27
Lake Success, NY 11042

Each Cohort: 15 High School Aged Participants Maximum (10 minimum)

- Includes Food & Refreshments (e.g.: Pizza and Drinks)

JoLa Youth Work Readiness Program Includes:

Soft Skills Workshops & More*:

- Work Etiquette
- Dress For Success
- Public Speaking & Presentation Skills
- Communication & Interview Skills
- Mock Interviews
- Resume Writing
- Financial Literacy & Budgeting
- Meet the Pros Panel Discussions:
 - Film/TV - Production/Tech Experts
 - Other Careers (Other Than in TV/Film)

***Note:** Workshops are not necessarily listed in order of delivery

Hard Skills Workshops:

These sessions will include hands-on instruction in the use of state-of-the-art TV studio equipment, including camera, audio, lighting, and editing equipment. They will also include instruction on the responsibilities of a moderator, director, technical director, audio operator, assistant director, floor manager, and others. Participants will produce at least one TV news show with multiple segments.

End of Program Event:

- Includes light refreshments and a brief presentation
 - Participants, parents, community members, partners, and other relevant parties, may be invited to attend

Contact us at: tonyat@jolafilms.com

Soft Skills Workshop Descriptions:

Work Etiquette

Work etiquette is a code that governs the expectations of social behavior in a workplace. It includes professional practice or actions among professionals/colleagues and/or the members of a profession in their dealings with each other. We at JoLa believe it is never too early to expose youth to the concept of work etiquette. This workshop will cover what is acceptable and not acceptable in a work environment, what to wear and not wear, email, telephone, and cellphone etiquette, planning and time management, meeting etiquette, and an introduction to conflict resolution strategies.

Dress For Success

Appearance is often the first thing noticed about a person. Dressing professionally and appropriately can help form a positive impression in the workplace. This is especially important for interviews and when meeting upper-level managers who make hiring and promotion decisions. This workshop will help youth become familiar with styles and apparel that have received favorable feedback from people who are knowledgeable about various industry standards. Participants will learn how attire helps them put their best foot forward and make a good first impression on potential employers, managers, and other professionals like college admissions representatives. Participants will also learn about the common levels of professional dress including business professional, business casual, smart casual, and after-work cocktail attire.

Public Speaking & Presentation Skills

Public speaking includes speaking, formally or informally, to an audience (small or large), live or through technology. In this workshop, participants will begin to learn how to organize and convey a message to an audience. We at JoLa believe this type of exposure will help to launch a process that will make participants more effective presenters.

Communication & Interview Skills

Some youth may have an idea of the difference between a really great interview and a very bad interview. However, they might not be fully aware of the key components that can make a difference in landing a desired job or being granted admission to a competitive college or university. In this workshop, participants will learn about verbal and written communication skills, nonverbal/body language, and strategies for developing self-confidence.

Mock Interviews

After participating in the Communication & Interview Skills Workshop, and developing a pitch related to who they are, their experiences (work or otherwise), and their goals, each participant will have an opportunity to practice asking and answering questions and delivering their pitch with and to their peers. They will also engage in a mock interview session where they will hone their interview skills as they answer relevant questions and receive constructive feedback from JoLa Advisors. Participants will also be provided with a list of common interview questions related to the college admissions process and entry-level employment opportunities.

Resume Writing

A resume is a brief document that summarizes a person's education, employment history, and experiences that are relevant to their qualifications for a particular role or job for which they are applying. In this workshop participants will learn about effective resume designs and formats and will receive guidance and resources that will help them prepare and/or improve a resume that they can use to help them compete for future opportunities.

Financial Literacy & Budgeting

Very few young people have significant exposure to curriculum related to financial literacy. In the film and TV industries and in other businesses, being able to create and follow a budget is vitally important. In this workshop, participants will learn about budgeting, production budgets, and the importance of good credit and financial discipline.

Meet the Pros Panel Discussions

One panel discussion includes 2-3 TV/Film production and/or tech experts who will share their unique career-building experiences in the TV/Film entertainment business. The other panel discussion includes 3-4 professionals who work in fields other than TV and Film. They will share their stories of how they've navigated the fields of finance, philanthropy, and real estate.

*****Note regarding the workshops taking place on the above-listed dates:**

- Cost is covered through funding from the Greentree Foundation
- Community Partner Organization and/or participants must be located in and/or from the Town of North Hempstead
- Transportation to studio or field trips is not included