

# National Career Development Association

## Facilitating Career Development

### Benefits for Service Professionals in Different Workplace Settings

The Facilitating Career Development Curriculum, based on 12 essential career development competencies, equips practitioners providing career assistance in a variety of settings with foundational knowledge and skills. Provided by nationally trained and qualified instructors, the program consists of a minimum of 120 hours of coursework and professional development.

#### Facilitating Career Development and Your Service to Others - Your Return on

##### Recertification

Earn up to 120 hours of professional development to apply towards teacher or counselor recertification. \*

\*Refer to your state/local recertification requirements.

##### Flexible scheduling

Instructors offer courses in hybrid (face to face and on-line) or fully on-line formats beginning at a variety of times throughout the year including the summer months.

##### New Connections

Make new connections through face to face interaction or video conferencing with your instructor and other course participants.

##### Career and Labor Market Information

Understand how to apply labor market and occupational information and workplace trends to connect with business and industry.

##### On-line Learning

On-line facilitated modules and high quality curriculum materials provide depth and breadth of training.

##### Career Assessment

Become aware of effective and ethical practices for career-related assessment with students.

##### Career Theory

Understand foundational models for lifelong development, age-appropriate goals and career-related activities.

##### Career Planning

Learn to collaborate with colleagues to create academic and career planning processes for students and families.

##### Helping Skills

Practice effective listening skills. Encourage problem solving and motivational discussions with students and parents.

##### Employability Skills

Learn how to incorporate educational and career readiness components into school curriculum and activities.

##### Ethical Code

Develop awareness of ethical codes and standards that apply to the delivery of career services in school settings.

##### Diversity

Recognize how to adapt career services to meet the needs of various groups who receive your services.

#### Key Topics in Facilitating Career Development Courses

1

Helping and Planning

2

Employment Skills

3

Assessment

4

Using Information

5

Ethics and Diversity

# NCDA's Facilitating Career Development Training Program

## Who Should Consider Taking This Program?

Individuals, who work in a variety of settings that assist people who face career-transition issues, would benefit from this training. Understanding the career development process, and how the population you serve is affected by it, will help you to help them more effectively.

Anyone who wants to work with individuals in the following settings:

- Education (Higher Education and K-12): Faculty, counselors, and support staff who address career-related, major selection, course-work selection, and/or job-search issues with their students
- Government: Federal, state, county, and city government entities and their employees that serve populations dealing with education, career, professional development, or transition issues
- Military personnel: education, job search, career and transition counselors and support staff
- Workforce development: Career advisors, workshop presenters, business services liaisons, administrators and support staff
- Business and private practice: Human resources professionals, financial planners, lawyers, mental health counselors, life coaches, and their support staff
- Non-profit organizations: Non-profit organizations and their employees that serve populations dealing with education, career, or transition issues
- Faith-based communities: Pastors, clergy, youth leaders, lay counselors, spiritual directors, and mentors who deal with adults and young adults regarding college and career transition issues

## Curriculum Tailored to Your Individual Learning Goals:

The current edition (4th) includes optional chapters for participants who work with the following:

- Business Services and Employer Relations
- Clients with Disabilities
- Clients who are justice involved
- K-12 Students
- Workforce and Career Development History

### **Additional Options from Instructor:**

1. Higher Education
2. Working with the unemployed
3. Faith-based settings and individuals
4. Instructor will work with participants to develop unique, optional modules to address participant's individual learning goals.



## Instructor: Areas of Expertise and Experience

- Higher Education
- Workforce Development
- Private Practice
- Faith-Based Communities

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