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Career Development Facilitator (CDF)
Training and Information
for Educators and Career Professionals

Competencies of CDFs Covered in the Course

- Helping Skills - be proficient in the basic career facilitating process
- Training Clients and Peers - prepare and develop materials for interactive training programs that focus on strong learning models
- Career Development Models - understand career development theories, models, and techniques and how they help you understand client needs
- Assessment – Comprehend, evaluate and use formal and informal career development assessments
- Ethical and Legal Issues - follow CDF code of ethics and know when referrals and supervisor input are appropriate
- Diverse Populations - recognize special needs of various groups and adapt services to meet needs
- Consultation - accept suggestions for performance improvement from consultants or supervisors
- Technology - comprehend and use comprehensive and free career development computer applications
- Employability Skills - know job search and placement strategies, especially in work with specific groups
- Program Management/Implementation - understand programs and develop a process of continuous improvement
- Promotion and Public Relations - market and promote career development programs that meet specific organizational needs.

Course Outline **Facilitating Career Development**

Introductions and Overview of Course

Instructor Expectations

Topic: What is a Career Development Facilitator?

Objective: Understanding the CDF role as one who performs a variety of tasks that help individuals learn about themselves, learn about jobs, make career choices and develop a career plan.

Specific Activities

- Review of course objectives.
- State why the work of CDF is necessary and important.
- Relate the curriculum to the competencies required of CDF.
- Discuss modes of learning that will be used in this course.
- Define career development facilitator, list the major tasks of that role and list settings in which CDFs work.

Chapter 1

Topic: Developing a Helping Relationship.

Objective: Being proficient in the basic career facilitating process while maintaining productive interpersonal relationship.

- Define the helping skills (including attending, listening, reflecting) and apply them in an interview setting.
- Construct open- and closed-ended questions and demonstrate the appropriate use of each type.
- Identify a client's needs, strengths and barriers.
- Explain how to help clients establish long- and short-term goals and use them as the basis of an action plan; identify methods used to assist the client to accomplish the plan.
- Describe best practices used in terminating work with clients.
- Develop and maintain a comprehensive file of community sources for client.

Chapter 2

Topic: Training and Leading Groups.

Objective: Prepare and develop materials for training programs and presentations.

- Describe different ways the career development facilitators (CDFs) work with groups.
- Identify characteristics of an effective group leader.
- Demonstrate how to write effective learning objectives.
- Outline and plan an effective group training.
- Name four ways to create an optimal learning environment for groups.
- Describe eight popular methods of training and leading.
- Explain how understanding group dynamics can be useful in group facilitation.
- List common problems that can occur in group settings and offer possible solutions.
- Describe three ways to improve your skills for delivering career development services to groups.

Chapter 3

Topic: Career Development Theory and Its Application

Objective: Understanding career development theories, models and techniques as they apply to lifelong development (gender, age and ethnic background).

- Define the following terms: occupation, job, career, career development, career counseling, career counseling, career assistance, career guidance and career planning process.
- Describe the steps in the career development process.
- State reasons why understanding career choice and development theory is important.
- State the limitations of career choice and development theories.
- Explain the importance of Maslow's Hierarchy of Needs to the work of a career development facilitator.
- State the assumptions that underlie each of the four different types of theories: trait-and-factor, learning, developmental, and transition.
- Describe the four following types of theories in detail: trait-and-factor (John Holland), learning (John Krumboltz), developmental (Donald Super), and transition (Nancy Schlossberg).
- Describe specific ways each of these theories can be applied to client cases.

Chapter 4

Topic: The Role of Assessment in Career Planning

Objective: Comprehend and use (under supervision) both formal and informal career development assessments with emphasis on relating appropriate career assessments to the population served.

- Explain the relationship between theory and assessment.
- State general guidelines for the appropriate use of assessment techniques and list ways to select and use them.
- Explain the ethical guidelines and common pitfalls related to the use of assessment instruments.
- Discuss how assessments can be used by CDFs.
- Distinguish between formal and informal assessments, list common types of each, and identify appropriate uses for each type.
- Define validity, reliability, and bias as they relate to assessment.
- List the steps that CDF's take when preparing clients for assessment, administering an instrument and interpreting the results.

Chapter 5

Topic: Ethics of the Career Development Facilitator

Objective: Students will learn the CDF code of ethics and become knowledgeable of current legislative regulations.

- Describe the importance of a professional code of ethics and determine which codes apply to CDFs.
- Describe a method that CDF's can use to decide if they are operating outside the limits of their knowledge and assigned scope of work, and apply these methods to specific cases.
- Describe how values impact ethical decision making and learn about how your own values influence your decisions.
- Apply ethical decision making strategies to specific cases.
- Identify a supervisor/consultant and call upon that person to assist with decisions about ethics and how to deal with specific clients.

Chapter 6

Topic: Providing Career Services to Multicultural Populations

Objective: Recognizing special needs of various groups.

- Identify the multicultural characteristics of the American workforce and its key trends.
- Define the term "diversity" and describe its importance in the workforce.
- Describe some of the barriers that diverse populations experience.
- Name key laws that protect the rights of the American worker.
- Recognize your own attitudes toward diverse populations.
- Describe the characteristics that a culturally competent person uses in working with multicultural populations.

Chapter 7

Topic: The Role of Career Information and Technological Resources in Career Planning

Objective: Understand how to locate, evaluate and use career information and technological resources that are relevant to helping individuals with their career concerns.

- Define career and related information and its purposes.
- Describe the career planning process and how information relates to it.
- Explain the role of the career development facilitator (CDF) with respect to using information and technological resources in the career planning process.
- Identify and describe multiple types and sources of information, including career information and technological resources.
- Explain how information is culture specific.
- Critically evaluate your career information and technological literacy.
- Incorporate information and technology into the career planning process.
- Explain unique opportunities and challenges presented by technological resources.
- Identify elements required for providing online career services.
- Evaluate the technological readiness of yourself and clients.
- Demonstrate how different informational and technological resources can be used to help clients with their career issues.
- Create a plan for staying information literate and technologically skilled.

Chapter 8

Topic: Job-Seeking and Employability Skills

Objective: Understand and be able to assist clients with a variety of job search strategies and placement techniques.

- Identify components of the job search process.
- Describe the portfolio method for organizing self-knowledge for a job search.
- Explain the importance of a business/employer perspective for job seekers.
- Describe the hidden job market and how to access it.
- Define networking and significant networking groups and describe the best networking approaches.
- Describe social media and personal branding, and state ways to use these tools to enhance a job search.
- Define informational interviewing and describe how to conduct an informational interview.
- State the advantages and disadvantages of other job search strategies, including job postings, targeted campaigns, job placement centers, and job fairs.
- State the primary purpose of a resume and learn effective resume writing approaches.
- Explain the job interviewing process and how to coach clients in successful interviewing techniques.
- Identify resources for addressing the challenges job seekers may face during the job search.
- List skills that can aid clients in retaining employment and becoming fully engaged employees.

Chapter 9

Topic: Designing and Implementing Career Planning Services:

Objective: Participate effectively in the planning, promotion, and delivery of services for clients.

- State why it is important to plan, design and improve career development programs.
- List and describe the 12 steps of the program development process.
- Design direct service programs for populations of your choice.
- Develop written plans to implement the program plans.

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