**Helping Skills**

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

**Career Planning**

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

**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 and Labor Market Information**

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

**New Connections**

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

**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.

**Recertification**

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

\*Refer to your state/local recertification requirements.

**Facilitating Career Development and K-12 Education - Your Return on Investment**

**Career Theory**

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

**Diversity**

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

**Ethical Code**

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

**Employability Skills**

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

3

Assessment

National Career Development Association

Facilitating Career Development Benefits for K-12 Educators

The Facilitating Career Development Curriculum, based on 12 essential career development competencies, equips practitioners providing career assistance in schools and other 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.

Key Topics in Facilitating Career Development Courses

1

Helping and Planning

2

Employment Skills

4

Using Information

5

Ethics and Diversity