CDF COURSE OUTLINE
DELIVERED BY Horizon Point Consulting, Inc.

Course Overview

Career Development Facilitator (CDF) Training provides career development practitioners working in a variety of settings with the skills and knowledge to successfully deliver career services.

Developed by the National Career Development Association (NCDA), The CDF curriculum is 120 hours of training that certifies career development practitioners in 12 competency areas. The training is also a component of Global Career Development (GCDF) credentialing. Click here to view a roadmap explaining the CDF and GCDF.

The course covers 12 competencies outlined by NCDA:
Competencies Covered in the Course:
1. **Helping Skills-** Be proficient in the basic career facilitating process while including productive interpersonal relationships.
2. **Labor Market Information and Resources-** Understand labor market and occupational information and trends. Be able to use current resources.
3. **Assessment-** Comprehend and use both formal and informal career development assessments with emphasis on relating appropriate ones to the population served.
4. **Technology-** Comprehend and use career development computer applications.
5. **Employability Skills-** Know job search strategies and placement techniques, especially in working with specific groups (youth).
6. **Training Clients and Peers-** Prepare and develop materials for training programs and presentations.
7. **Promotion and Public Relations-** Market and promote career development programs with staff and supervisors.
8. **Program Management/Implementation-** Understand career development programs and their implementation, and work as a liaison in collaborative relationships.
9. **Career Development Models-** Understand career development theories, models, and techniques as they apply to lifelong development, gender, age, and ethnic background.
10. **Consultation-** Accept suggestions for performance improvement from consultants or supervisors.
11. **Diverse Populations-** Recognize special needs of various groups and adapt services to meet their needs.
12. **Ethical and Legal Issues-** Follow the CDF code of ethics and know current legislative regulations

Length of course:
This course will take place during an 8-week period and is composed of a 2-day in-person session and weekly self-directed activities that take approximately 2-3 hours a week and

involve e-learning assignments. Each week involves reading 1-2 chapters of content in your CDF manual.

SUCCESSFUL COURSE COMPLETION

Your successful course completion will be determined by completing the following: reading the manual, assignments and course projects and participation in activities and discussion in instructor interactive sessions.   All work must be completed in a satisfactory manner. There will not be grades assigned to submitted work.

Course Basics

Technology Needed: You will need access to the internet throughout the course. Virtual training sessions are conducted through join.me (a screen sharing software).   Invitations to the virtual meetings will be sent to you via join.me upon enrollment in the course.

Learning Platform: http://www.crteacher2.com **Course Title:** "Horizon Point Career Development Facilitator (CDF) Training"
How to access and enroll in the course:

1. Visit www.crteacher2.com

2. **Create a new user account** by following this link

3. **Check your inbox for a confirmation email** from CRTeacher and complete the registration process by clicking the URL provided. If you can't find the confirmation email, **please inspect your spam**. **If you don't receive a confirmation email, contact your teacher and ask s/he to submit a support ticket with your name and email address for manual authentication.**

4. Now **browse or search CRTeacher** for the course name provided by your teacher. Our course is: "Horizon Point Career Development Facilitator (CDF) Training"

The Manual: Suddarth, Barbara H. & Reile, David M., 2011. Facilitating Career Development: An Instructional Program for Career Development Facilitators and Other Career Development Providers. 3rd Edition. Broken Arrow, OK; National Career Development Association.

Gaining Your Credential

You must complete all assignments during this course in order to receive the 120 hour CDF training certificate that is required in order to apply for the Global Career Development Facilitator (GCDF).

The Global Career Development Facilitator (GCDF) Application is in your course materials. You can check out the Center for Credentialing Education (CCE) (www.cce-global.org) to get more information about applying for the credential. Your enrollment in this course does not include CCE fees.

Disability Statement: If you have a physical, psychological, and/or learning disability which might affect your performance in this class, please let me know.

Ethical Responsibility: As an individual who will be adhering to a standard of ethics, I expect you to follow that code throughout this course.

E-learning Course Outline and Assignments

Directions for accessing the online course platform will be sent you via email.

Topic/weekly outline

Those indicated as assignments below should be at least 1 page along, double-spaced, 12 point or smaller font in a standard font type (Times, Arial, etc.)

Week 1 Helping Relationships and Multi-Cultural Populations
Read Chapters 1 &6

WE WILL COMPLETE DURING OUR IN-PERSON SESSION What is your purpose in your current role? Given that purpose, what key goals do you need to focus on given the strengths you have in your helping skills in particular with the population(s) in which you work?

In addition, what challenges do you have in your helping skills and/or things that are outside the scope of your purpose? By completing page 1-36 in your manual or providing a list of already developed sources, identify referral source(s) to help you with these limitations in serving your clients.

Week 2 Ethics
Read Chapter 5

Assignment: Describe an ethical dilemma you and/or a colleague have faced in working with a client. What was the situation and how was it handled? What governing ethical principles found in the CDF manual and the NCDA code of ethics can you relate to this situation?

Week 3- Training and Leading Groups

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Read Chapter 2

Assignment - Group Presentation/Activity Development: Participants will choose a topic or resource that they have learned about during the course and develop a presentation and/or activity for a group related to career development. YOU WILL GIVE AN OVERVIEW OF THIS PROJECT BRIEFLY DURING THE IN PERSON TRAINING DAY ON MARCH 8TH SO THAT YOU MAY BE ABLE TO FACILITATE SHARING RESORUCES AMONGST YOUR COLLEAGUES. Consider what topic needs to be covered to help your clients the most.   In your submission of the presentation and/or activity also include in the presentation and or in a write-up of the following:

1. A description of your target population (demographics, needs, desired outcomes) as well as the ideal group size for delivery)
2. Learning objectives for the presentation/activity
3. What methods of training/leading you will use as well as how each will cater to different learning styles?
4. Problems you might anticipate occurring with the audience and how you would address them

Week 4- Theory and Assessment
Read Chapters 3 & 4

Assignment: Take at least 4 assessments:
1. Values Based
2. Holland Model Based
3. Skills/Strength Based
4. Personality Based

These can be assessments have either taken as a part of our virtual discussion, that you have taken before or that are listed as resources in this module on the online learning platform.

Submit the results of each of these assessments along with a report answering the following about each assessment:
1. Is it a formal/informal assessment?
2. Is it an assessment you could administer now based your current level of training and expertise?
3. What theor (ies) can you connect the assessment to?

Week 5- Information and Technology
Read Chapter 7

Discussion Assignment: Share one website/resource that you find helpful in career development for your students/clients or yourself. What is the best use for this website/resource?

Week 6- Job Seeking and Employability Skills
Read Chapter 8

Assignment: Based on the resume resources from the course, how would you revise your resume to make yourself more marketable? How would you convey this helpful advice to someone you might help in revising their resume? For example, would you provide a checklist, template, or other tools to help people revise their resume? Please upload your tool(s) and a copy of your revised resume for this assignment.

In addition (if class size permits) trade resumes with someone in the course. Have them critique your resume and provide feedback and visa versa. In your assignment submission, provide the feedback your colleague gave you.

Week 7- Designing and Implementing Career Planning Systems
Read Chapter 9: Designing and Implementing Career Planning Services

Assignment: In reviewing your current program offerings at your place of employment, which program needs an updated approach? Or is there a need for a new program to be put in place? Why is it in need of an update? Review and complete the twelve steps to update/create your program offering and give details for each step in your review. Provide any tools or resources needed based on the 12 steps in your creation or revision of the program.

Week 8
Career Coaching/Counseling Case Study and Session Using tools (selected by the participant) demonstrated in this course, participants will conduct a one-on-one career session with one client/student. The participant will share with the class the resources they used and what they learned from the session in written format. Information about the person being coached (including background information, demographics, etc.) should be included. Videotaping or audiotaping of the session for critique is encouraged, with permission from the participant to record.

In Person Sessions

Session 1 – 8:30am – 4:30pm
TOPICS:
Career Exploration Exercise and Discussion
Course Framework
Demonstration of Online System
Applying for GCDF certification
Helping Skills and Goal Setting, Multicultural Populations
Overview of Group Assignment
Career Development Theories and Assessment

Session 2 – 8:30am – 4:30pm
TOPICS:
Information and Technology
Job Seeking/Employability Skills
         -Presentation on Group Projects
Career Planning Services

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