

# Facilitating Career Development



One of the most valuable certifications for career development professionals, the Facilitating Career Development (FCD) program is comprised of 120 hours of course work, and utilizes the National Career Development Association (NCDA) curriculum. Upon successful completion students may apply for the GCDF (Global Career Development Facilitator) credential through the Center for Credentialing and Education (CCE).

## What? What Will I Learn in the Program?



CLASSROOM  
SESSIONS AND  
WEB-BASED  
ACTIVITIES



- Information and skills you can immediately apply on the job
- Foundational concepts for the “newbie”
- Rich content for the experienced professional
- Blended program format
- Standardized content ensures consistency in service delivery

### The course addresses twelve (12) core competencies:

- 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 (*under supervision*) both formal and informal career development assessments with emphasis on relating appropriate ones to the population served.
- 4. Diverse Populations**- Recognize special needs of various groups and adapt services to meet their needs.
- 5. Ethical and Legal Issues**- Follow the NCDA code of ethics and know current legislative regulations.
- 6. Career Development Models**- Understand career development theories, models, and techniques as they apply to lifelong development, gender, age, and ethnic background.
- 7. Employability Skills**- Know job search strategies and placement techniques, especially in working with specific groups.
- 8. Training Clients and Peers**- Prepare and develop materials for training programs and presentations.
- 9. Program Management/Implementations**- Understand career development programs and their implementation, and work as a liaison in collaborative relationships.
- 10. Promotion and Public Relations**- Market and promote career development programs with staff and supervisors.
- 11. Technology**- Comprehend and use career development computer applications.
- 12. Consultation**- Accept suggestions for performance improvement from consultants or supervisors.



### Additional topics focus on:

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

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*"This is the best (and most challenging) learning experience I've had in 30 years! EVERY workforce staff person needs to take this course!! I just wish I'd had this training 20 years ago."*

## What?

### What Is A Career Development Facilitator?

A Career Development Facilitator is a person who has completed the Facilitating Career Development Training Program and works in any career development setting or who incorporates career development information or skills in their work with students, adults, clients, employees, or the public. A Career Development Facilitator may serve as a career group facilitator, job search trainer, career resource center coordinator,

**120+**

class/instructional hours provided

career coach, career development case manager, intake interviewer, occupational and labor market information resource person, human resource career development coordinator, employment/placement specialist, or workforce development staff person.

## Why?

### Why GCDF Certification?

- The industry-recognized credential identifies you as an expert in your field
- Customers know that they are being served by a highly-trained professional
- The GCDF credential is recognized in 15 countries



**15**

countries recognize the GCDF credential

- Your organization presents a more professional appearance when your credentials are displayed for customers to see
- CGCDF certification is portable, making you a valuable addition to any organization serving job seekers

## Who?

### Who Should Attend?

*"Being in the class taught me to look at my job from a different perspective and actually made me feel more valuable as a workforce development specialist."*

- Workforce Development Professionals
- Career Coaches, Employment Specialists
- Placement and Out-Placement Specialists
- K-12 Educators (both Guidance Counselors and Teachers)
- Rehabilitation Counselors
- College and University Career Services Professionals
- Career Counselors
- Human Resource Professionals
- Staffing Agency Professionals
- Talent Management Professionals
- Military Recruiters and Transition Specialists
- Anyone who offers career assistance and guidance services

**Contact us** about details and pricing for onsite delivery

email: [bruce@workforceexcellencegroup.com](mailto:bruce@workforceexcellencegroup.com)

**443.340.8843**

Dates: May 21, 22, & September 24, 2019

Times: 9:00 – 4:00

Location: Linthicum, Maryland

Cost: \$1,095 (Save \$50 – register by April 2<sup>nd</sup>)

Registration: [www.workforceexcellencegroup.com](http://www.workforceexcellencegroup.com)

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