

## COMPETENCY-BASED CAREER PRACTITIONER TRAINING PROGRAM

**Background:** The Canadian Career Development Foundation (CCDF) offers a series of 9 courses initially developed for Employment Counsellors with the New Brunswick Department of Post-Secondary Education, Training and Labour (PETL). This training is now available to career development professionals **outside** of PETL in order to provide practitioners with opportunities to meet the compulsory course requirements for Career Development Practitioner Certification in New Brunswick.

**Courses will be offered in both English and French based on demand, and the delivery will vary in locations across NB. All registration costs are approximate at the moment and subject to change based on number of participants.**

### **Who is CCDF?**

CCDF is a non-profit organization that works to advance career services and the capacity of the profession. CCDF is a nationally and internationally recognized leader in the field of career development and works on a range of projects in areas of applied research, policy consultation, training, resource development and service capacity building.

## Course Options

### 111: Career Development Theories

This 29-hour session provides participants with an informed foundation and theoretical context for their career development practice.

*No prerequisites*

#### **Learning Objectives:**

- Describe how human development models relate to career development models;
- Describe major models and theories in career development and counselling;
- Name major models pertaining to change and transition;
- Explain major components of career development;
- Identify how life roles impact career development;
- Define a personal counselling approach, taking into account recognized theories and models in the practice of employment counselling and career development; and
- Describe professional development activities to support their own ongoing learning.

**APPROXIMATE COST: \$600**

### 121: Career Development Process

This 29-hour session builds the core skills and specialized counselling techniques needed to effectively build a working alliance with clients and deliver career development services.

*Prerequisite: 111- Career Development Theories*

**Learning Objectives:**

- Establish and maintain collaborative relationships with clients;
- Understand the underpinnings of client engagement and the key elements of employment service delivery;
- Refine personal approach to practice;
- Understand contributors to client self-management and autonomy;
- Enhance their capacity to deal with reluctant clients;
- Identify success indicators and monitor client's progress.

**APPROXIMATE COST: \$600**

**131: Career Development and Counselling Challenges**

This 29-hour session builds the core skills and knowledge needed to effectively respond to common challenges in the delivery of client services, particularly (but not limited to) those associated with the following client groups: Aboriginal, Social Assistance Recipients, Persons with Disabilities, Older Workers and Visible Minorities.

*Prerequisites: 111 (Career Development Theories) & 121 (Career Development Process)*

**Learning Objectives:**

- Understand clients' worlds from their own frame of reference;
- Appreciate the multiple dimensions of client barriers (including contextual, systemic, affective, cognitive and behavioural)
- Assess barriers;
- Help clients cope with and overcome barriers in order to achieve career goals;
- Assist clients in identifying their priorities; and
- Encourage continued success in maintaining employment.

**APPROXIMATE COST: \$600**

**131A: Overcoming Challenges in Career & Employment Services**

The goal of this 36-hour training session is to build the core skills and knowledge needed to effectively respond to common challenges in the delivery of career & employment services.

*Although course 131 (Career Development and Counselling Challenges) is NOT a prerequisite to this course, course 131A goes beyond 131 and really focuses on practicing the skills to overcome challenges in career and employment services.*

*Prerequisites: 111 (Career Development Theories) & 121 (Career Development Process)*

**Learning Objectives:**

- Appreciate clients' world from the clients' own frame of reference;
- Understand the heterogeneity of client barriers (including contextual, systemic, affective, cognitive and behavioural);

- Describe and assess client-related barriers to career development within the context of the employability dimensions;
- Compare the concepts of client resistance and client self-protection and practice strategies to 'roll with resistance';
- Describe and apply various client-centered employment counselling/interviewing skills and techniques to help clients cope with and overcome barriers in order to achieve their career goals;
- Identify and describe the basic principles of employment counselling and the effectiveness of employment counselling interventions when dealing with multi-barriered clients;
- Identify and describe the various stages of change and how they affect clients moving through career transitions;
- Encourage continued success in maintaining employment; and
- Develop an ongoing learning plan, describing activities to be undertaken to pursue personal professional career development goals.

**APPROXIMATE COST: \$695**

### **141: Using Labour Market Information in Employment Counselling**

This 29-hour session prepares participants to better access, understand and apply labour market information (LMI) in their work with clients.

*No prerequisites*

#### **Learning Objectives:**

- Understand basic components of the labour market and assess accuracy and currency of LMI data;
- Use a basic toolkit of LMI resources and strategies to integrate LMI into employment counselling practice;
- Use a range of coaching methods which support clients to make effective use of LMI;
- Share knowledge of resources with colleagues.

**APPROXIMATE COST: \$600**

### **151: Facilitating Client Learning**

This 29-hour session provides participants with the knowledge, skills, tools and techniques they need to effectively help their clients learn.

*No prerequisites*

#### **Learning Objectives:**

- Have knowledge of commonly-accepted principles of learning;
- Understand barriers to learning and key contributors to successful learning;
- Be able determine clients' existing competencies; and
- Practice a range of practical techniques to support clients in successfully managing their learning.

**APPROXIMATE COST: \$600**

### **211: Assessment Instruments**

This 29-hour session provides participants with hands-on experience with a range of non-standardized assessment approaches and tools, as well as enhanced knowledge related to the construction, administration and legal and ethical requirements for the use, application and interpretation of select standardized assessment instruments. This course will NOT provide certification in the administration of formal assessment instruments.

*Prerequisites: 111 (Career Development Theories)*

#### **Learning Objectives:**

- Have knowledge of a range of formal and informal career assessment instruments and methods;
- Have the capacity to identify assessment tools and methods which are appropriate for use with their clients;
- Be smart consumers of and/or referral agents for standardized assessments;
- Be prepared to engage clients as informed partners in the assessment process;
- Be practiced in the use of specific informal career assessment methods;
- Have the capacity to review and evaluate assessment results with their clients, ensuring clients understand the results – including their limitations – and can apply them appropriately in the context of their career development process.

**APPROXIMATE COST: \$600**

### **311: Work Search**

This 29-hour session will enable participants to effectively support their clients' work search. The course will help them assess work search needs and support the work search process.

*No prerequisites*

#### **Learning Objectives:**

- Assist clients to identify their own skills, strengths, personal characteristics, values and interests;
- Assist clients to complete application forms, write cover letters and prepare résumés;
- Assist clients to use portfolios and develop self-marketing plans;
- Assist clients in conducting cold calls and with their personal presentations;
- Assist clients in networking, using references and effective interview skills.

**APPROXIMATE COST: \$600**

### **411: Ethical Practice in Career Development**

This 18-hour course provides participants with the theoretical and reflective foundation necessary for ethical service delivery. This course will prepare participants to meet the core requirements for ethical practice as set out in the Standards & Guidelines for Career Development Practitioners.

*No prerequisites*

### **Learning Objectives:**

At the end of this 18-hour session, the participants will

- Have knowledge of the importance of ethics in practice and the complexity of an ethical dilemma;
- Understand the relationship between personal ethics and professional ethics and the potential bias involved;
- Have knowledge of a variety of career development ethical issues in the context of professional competency and conduct, client relationships, and professional relationships within the 5 major areas of ethical behaviours: counselling, professional responsibility, testing/assessment, research, and consultation/private practice;
- Be practiced in following the Code of Ethics and the Ethical Decision-making Model as outlined by the Canadian Standards and Guidelines for Career Development;
- Be prepared to practice ethical fitness within their individual practice and at their work place, as well as being smart ethical coaches for their colleagues;
- Have the capacity to identify their own professional ethical attributes (strengths and challenges) and establish a learning plan for continuous development.

**APPROXIMATE COST: \$490**

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### **HOW TO REGISTER?**

These 9 courses will be offered based on demand. A course will only be offered once there are enough participants who have shown their interest by pre-registering.

To pre-register to any of the above courses, please contact Alene Holmes (Steinbach Consulting) at [aleneholmes@rogers.com](mailto:aleneholmes@rogers.com) or at 506-446-9159.

When pre-registering, please ensure to specify the course title(s), the preferred location for delivery of the course(s) (Edmundston, Campbellton, Tracadie, Bathurst, Moncton, Miramichi, Fredericton or Saint John) and your preferred language of delivery (French or English).

**Note:** The pre-registration does not require a fee, but payment will be needed once the course date and location is established and advertised.

For any questions about the training, please contact Sareena Hopkins at [s.hopkins@ccdf.ca](mailto:s.hopkins@ccdf.ca), or 1-877-729-6164.