**Training Outline**

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| **Week** | **Time** | **Topics & Focus** | **Assignments** |
|  | 1 Meeting | Training Overview and Career Development History | Getting Started:  Complete the Student Acceptance Declaration  Review the course information  Complete Forum Introduction |
|  | 1 Meeting | Helping Relationship/Training and Leading Groups | Read Chapters 1 & 2, Homework will be assigned. |
|  | 1 Meeting | Career Development Theory | Read Chapter 3, Homework will be assigned. |
|  | 1 Meeting | Assessment in Career Planning | Read Chapter 4, Homework will be assigned. |
|  | 1 Meeting | Ethics and Multicultural Populations | Read Chapter 5 & 6, Homework will be assigned. |
|  | 1 Meeting | Career Information/Technological Resources | Read Chapter 7, Homework will be assigned. |
|  | 1 Meeting | Job Seeking and Employability Skills | Read Chapter 8, Homework will be assigned. |
|  | 1 Meeting | Designing and Implementing Career Planning Services | Read Chapter 9, Homework will be assigned. |
|  | 1 Meeting | *\*Business Services/Employer Relations* | Read Chapter 10, Homework will be assigned. |
|  | 1 Meeting | *\*Services for Clients Disabilities, Justice-Involved* | Read Chapter 11 & 12, Homework will be assigned. |
|  | 1 Meeting | *\*Career Development for K-12 Students / Workforce & Career Development* | Read Chapter 13 & 14, Homework will be assigned. |
|  | 1 Meeting | Review how to apply for NCDA CCSP and GCDF credentials. Be prepared to present your file PowerPoint. | In Class Review, Homework will be assigned. |

\* Emphasis depends on your organization’s current population and needs.

\* Instructors should have approx. 24 hours of face to face time with students.

\* More or less time can be spent on areas; highlighted chapters are covered on the CCSP assessment.

\* Training schedule is subject to change.

\* 1 Meeting equals 2 hours per week

**Face-to-Face Meeting Time Options:**

Meet 2 hours per week for 12 weeks

Meet 6 hours per week for 4 weeks (9 am to 3 pm)

Meet 8 hours per week for 3 weeks (9 am to 5 pm)