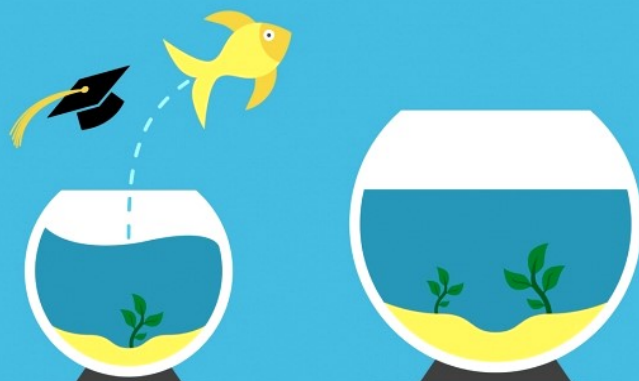


# FACILITATING CAREER DEVELOPMENT

NATIONALLY RECOGNIZED CURRICULUM



Online registration is required at:  
[www.ncworkforcetraining.com](http://www.ncworkforcetraining.com).

This course is ideal for staff and partners of the NC Workforce Development System.

Contact the Training Center at [ncwtc@nccommerce.com](mailto:ncwtc@nccommerce.com) for details on pricing and attendance requirements.



The NCWorks Training Center has been a leading provider of the Facilitating Career Development course for over 20 years!



NCWorks Training Center  
313 Chapanoke Rd. Suite 140  
Raleigh, NC 27603  
[www.ncwtc.com](http://www.ncwtc.com)

## Student and Course Information Booklet

### INCLUDES:

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Please review this booklet prior to registering for this course!

# COURSE OVERVIEW



## Course Description

Facilitating Career Development (FCD), formerly titled Career Development Facilitator (CDF) is comprised of 120 hours of course work and provides individuals with the relevant skills and knowledge needed to assist others in planning careers and obtaining meaningful work. The FCD course uses the National Career Development Association's (NCDA) curriculum, designed to standardize the knowledge and experience of individuals who work in a career development setting. This course has value for both frontline personnel and program administrators who provide or manage career development services.

## Revisions to the Curriculum

The newest edition of the Facilitating Career Development student manual, published in Fall 2017, includes enhancements and updates to the content and five new chapters. The new chapters expand understanding and career practitioner competencies for diverse purposes and audiences. The underlying purpose of past and recent revisions, as well as new chapter development, is to provide a career development curriculum that equips career development professionals to meet the needs of a continually changing and diverse client base. The added chapters include:

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

## Course Competencies

- 1) **Helping Skills:** Be proficient in the basic career facilitating process while including productive interpersonal relationships.
- 2) **Labor Market Information & 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 address those needs.
- 5) **Ethical & Legal Issues:** Follow the NCDA Code of Ethics and the GCDF 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 & Peers:** Prepare and develop materials for training programs and presentations.
- 9) **Program Management & Implementation:** 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.

# COURSE FORMAT & DELIVERY



## Explanation of Course Format & Delivery

**NEW for 2021**, we are offering two learning formats for students to choose from - fully remote and hybrid/blended learning. Both formats incorporate a combination of synchronous and asynchronous online learning.

- **Synchronous** learning requires that individuals be present with the instructor at the same time, either in person or online.
- **Asynchronous** modules are available at any time. You do not have to be in a specific place at a given time as these are self-guided and self-paced.

| Hybrid/ Blended Learning   | Remote Learning  |
|--|--|
| <p>In this format, eLearning modules are paired with traditional classroom sessions. With this combination, students benefit from the best of both worlds. During the in-person classes, the instructor focuses on practical exercises including case studies, situational exercises, role-playing, and explanation of the eLearning platform. The remaining course hours are spent in an online classroom environment where lessons are relayed through a combination of self-guided reading, online discussion boards, video lectures, and other online activities.</p> <p>Be aware that the blended learning courses contain 3 in-person classes. Each in-person class is held at the NCWorks Training Center in Raleigh, NC and runs from 9:00 am – 4:00 pm each day.</p> <p><b>Day 1 Class Times:</b> 9:00-4:00pm<br/><b>Day 2 Class Times:</b> 9:00-4:00pm<br/><b>Day 3 Class Times:</b> 9:00-4:00pm</p> | <p>This format strives to recreate the classroom environment as the student learns through the computer. Those who participate in these sessions will log in to the virtual classroom environment at scheduled times to participate in live lessons, view lectures or participate in group learning activities. In addition to the live scheduled lessons, those who attend a Remote Learning class will also participate in self-guided lessons via discussion boards, video lectures, reading and other self-guided research activities.</p> <p>Be aware that the remote learning courses contain several <u>required</u> online meeting times with minimal flexibility. Before registering please confirm your availability.</p> <p><b>Day 1 Class Times:</b><br/>9:00-10:00am; noon-1:00pm; and 3:00-4:00pm</p> <p><b>Day 2 Class Times:</b><br/>9:00-10:00am; noon-1:00pm; and 3:00-4:00pm</p> <p><b>Day 3 Class Times:</b><br/>TBD by instructor based on size of class.</p> |

**Register and find specific course dates at**  
**[www.ncworkforcetraining.com](http://www.ncworkforcetraining.com)**

# CERTIFIED COURSE INSTRUCTORS



Since 1989, Lengel Vocational Services (LVS), Inc. has provided career and workforce development training and consultation to local areas around the country. The LVS team has more than forty years combined experience in workforce development and has provided the FCD course to more than 3,000 students in North Carolina since 2006.



LVS's talented team of certified trainers have extensive experience delivering eLearning curriculums. This dynamic team continues to provide the FCD course both in the US as well as internationally. Their goal is to expand lifelong learning opportunities through online and distance learning courses to workforce development professionals.



**Beth Lengel, M.Ed.,** GCDF, CCSP, CWDP  
*Lengel Vocational Services*

Beth has more than 40 years of experience in career and workforce development. She began her career in the vocational rehabilitation field working in NC, AL, and SC before starting Lengel Vocational Services, Inc. in 1989. Beth's goal is to expand lifelong learning opportunities through online and distance learning courses. She is committed to expanding the knowledge and empowering career practitioners. Beth has been instructing the Facilitating Career Development course for more than 13 years.



**Patrick Lengel,** GCDF, CCSP,  
*Lengel Vocational Services*

Patrick's focus is on helping career development professionals live up to their full potential personally and professionally. He is an instructor for the Facilitating Career Development classes and a national speaker/trainer. In all his work, he seeks to combine theory and practicality in order to provide a real-world, transformational experience to those he trains. Patrick is known for his humor and energy in the classroom. Patrick grew up in workforce development having two parents who spent their life committed to the profession. He's passionate and innately in tune with workforce practitioners and program participants.

# CREDENTIALS & LICENSING



## GLOBAL CAREER DEVELOPMENT FACILITATOR (GCDF)

GCDF is a globally recognized credential that acknowledges the education and experience of those working in career development occupations. Candidates must have successfully completed an approved FCD training program and meet specific educational and experience requirements.

For more information on the GCDF credential, the required documentation or current fees please visit the [Center for Credentialing and Education](#) website.

### CONTACT INFORMATION:

Center for Credentialing and Education, Inc (CCE)  
3 Terrace Way, Suite B; Greensboro, NC 27403  
Phone: (877) 773-7462  
Email: [cce@cce-global.org](mailto:cce@cce-global.org)

## NC DEPARTMENT OF PUBLIC INSTRUCTION (K-12) LICENSURE

The NCWorks Training Center is a proud partner of the NC Department of Public Instruction (NCDPI). Representatives of NCDPI are invited to visit at the beginning and end of the course to share eligibility and licensure requirements and information about the 10-Hour Induction including the upcoming schedule.

### CONTACT INFORMATION:

For additional information, please contact Amy Schroeder, CDC Education Consultant, at (919) 807-3822 or [amy.schroeder@dpi.nc.gov](mailto:amy.schroeder@dpi.nc.gov).

You may also contact Shannon Baker, Special Populations Education Consultant, at (919) 807-3872 or [shannon.baker@dpi.nc.gov](mailto:shannon.baker@dpi.nc.gov)

## CERTIFIED CAREER SERVICES PROVIDER (CCSP)

A Certified Career Services Provider (CCSP) is a person who has completed the Facilitating Career Development (FCD) course and works in any career development setting.

The credential is intended for providers offering career services in an array of roles and settings. Instructions for completing the application can be found [HERE](#).

### CONTACT INFORMATION:

National Career Development Association  
305 N. Beech Circle; Broken Arrow, OK 74012  
Phone: 918-663-7060  
Toll-Free: 1-866-FOR-NCDA or (866) 367-6232  
*\*\*central time zone*

## CERTIFIED WORKFORCE DEVELOPMENT PROFESSIONAL (CWDP)

The CWDP evaluates your knowledge in 9 competency areas. These competencies were identified through sound research of identifying the work requirements and validated by professionals across the nation in a variety of workforce settings. Review the nine competencies [HERE](#). You may submit your application at any time. However, applications are reviewed and credentials are granted on a quarterly basis.

### CONTACT INFORMATION:

National Association of Workforce Development Professionals (NAWDP)  
1155 15th Street NW, Suite 350  
Washington, DC 20005  
Phone (202) 589-1790 | Fax (202) 589-1799

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This course is for staff and partners of the NC Workforce Development System. Contact the Training Center at [ncwtc@nccommerce.com](mailto:ncwtc@nccommerce.com) for details on pricing and attendance requirements.



**For questions please contact:**

**Nona Stell, FCD Coordinator**  
(919) 814-0331  
[nona.stell@nccommerce.com](mailto:nona.stell@nccommerce.com)

**NCWorks Training Center**  
313 Chapanoke Rd. Suite 140  
Raleigh, NC 27603  
(919) 814-0399  
[www.ncwtc.com](http://www.ncwtc.com)



# Soar to New Heights in Your Career!