FACILITATING CAREER DEVELOPMENT

NATIONALLY RECOGNIZED CURRICULUM

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

Online registration is required at:
ncworkforcetraining.com.

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

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Information Booklet

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Please review this booklet prior to registering for this course.

Format & Delivery

Course Description

Facilitating Career Development (FCD) is a 120-hour course focused on the skills and knowledge necessary to help others plan careers and obtain meaningful work. The course uses the National Career Development Association's (NCDA) curriculum, which is designed to standardize the knowledge and experience of individuals working in career development.

Explanation of Course Format & Delivery

When feasible we offer two learning formats for students to choose from - virtual and hybrid/blended learning. Both formats incorporate a combination of live instruction and self-guided learning.

Hybrid Format	Virtual Format
The hybrid format pairs online modules with traditional and virtual classroom sessions, allowing you to experience 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 online platform. The remaining course hours are spent in an online classroom environment where lessons are relayed through a combination of the student manual, self-guided reading, discussion boards, video lectures, and other activities. Be aware that your physical attendance is required for 2 days, with other days delivered virtually. You will be required to attend virtual sessions at set meeting times with minimal flexibility, and you need a webcam and microphone. These times will be scheduled by your instructor prior to the start of the class. Please ensure that you can attend as scheduled and mark your calendar with a reminder. **Day 1 Class Times:** 9:00am - 4:00pm **Day 2 Class Times:** 9:00am - 4:00pm **Day 3 Class Times**: 9:00am - 4:00pm *Virtual* Alternate weeks – Day and time TBD *Virtual*	The virtual format strives to recreate the classroom environment, while offering the convenience of remote learning. You will log in to the virtual classroom at scheduled times to participate in real-time lessons and take part in group activities. Be aware that the virtual sessions require regular online meeting times with minimal flexibility, and you need a webcam and microphone. These times will be scheduled by your instructor prior to the start of the class. Please ensure that you can attend as scheduled and mark your calendar with a reminder. In addition to these online classes, you will also complete self-guided lessons via the student manual, discussion boards, video lectures, and other independent research activities. **Day 1 Class Times:** 9:00-10:30am; and 3:00-4:30pm **Day 2 Class Times:** 9:00-10:30am; and 3:00-4:30pm **Day 3 Class Times:** 3:00pm-4:00pm Alternate weeks – Day and time TBD

Register and find specific course dates at www.ncworkforcetraining.com

Competencies

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 meet their 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.

Curriculum Additions

The newest edition of the Facilitating Career Development student manual, 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

Instructor Introduction

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 3,500 students in North Carolina since 2006. LVS's talented team of certified trainers have extensive experience delivering virtual and hybrid courses for workforce development professionals.

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

Beth has more than forty years of experience in career and workforce development, including instruction of the FCD course for more than fifteen years. She began her career in the vocational rehabilitation field before starting Lengel Vocational Services, Inc. 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 development practitioners.

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 FCD classes and a national speaker and trainer. He seeks to combine theory and practicality to provide a real-world, transformational experience to those he trains. Patrick, known for his humor and energy, 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

Certification and Licensure Eligibility

Upon successful completion of the Facilitating Career Development course, you may be eligible for the following certifications/licensures.

Please direct all questions to these entities.

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

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

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*

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 (984) 236-2766 or amy.schroeder@dpi.nc.gov, or Shannon Baker, Special Populations Education Consultant, at shannon.baker@dpi.nc.gov

Unlock Your Potential

Soar to New Heights in Your Career!

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www.ncworkforcetraining.com.

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For questions please contact:

Nona Stell, FCD Coordinator
nona.stell@nccommerce.com

NCWorks Training Center
313 Chapanoke Rd. Suite 140
Raleigh, NC 27603
(919) 814-0399
www.ncwtc.com

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