

Facilitating Career Development



The Facilitating Career Development (FCD) course covers the 12 most important competencies of a Career Development Facilitator ensuring participants become proficient in these areas.

Take this quick assessment to determine if you are proficient in the 12 competency areas or if you would benefit from the opportunity to build these skills and knowledge through attending the FCD course.

Directions: Read each question and rate your level of competency as beginner, intermediate, or advanced. Indicate your answer for each with a check or x-mark.

1. Helping Skills	Beginner	Intermediate	Advanced
I understand why developing a helping relationship is essential, I know the key ingredients needed and demonstrate the necessary skills to establish a positive relationship with customers.			
I can easily identify a client's immediate needs, strengths and barriers and make the appropriate referrals for services.			
I am comfortable creating an action plan to guide a customer's progress toward achieving their goal.			
2. Labor Market Information	Beginner	Intermediate	Advanced
I understand labor market information and occupational trends and utilize it for career planning with customers.			
I use labor market data to better understand the job market in my local area.			
I regularly use labor market data when helping customers make informed decisions about their future.			
3. Assessment	Beginner	Intermediate	Advanced
I comprehend the differences between formal and informal assessments and relate the appropriate applications to the populations I serve.			

I am familiar with the reliable assessment tools available to me and use them appropriately to administer the instrument and interpret the results.			
I take the appropriate steps to prepare my customers prior to them taking an assessment.			
4. Diverse Populations	Beginner	Intermediate	Advanced
I recognize the special needs and barriers of various groups and adapt my services to meet their needs.			
I recognize my own biases towards various groups and continually try to advance my comfort level, understanding and acceptance.			
I can describe the dimensions of diversity and the positive outcome multiculturalism has on the workplace.			
5. Ethical and Legal Issues	Beginner	Intermediate	Advanced
I am aware of and follow the code of ethics that affect my role and work as a career development professional.			
I know when to seek assistance with an ethics issue and I take the appropriate course of action when reporting these occurrences.			
I know and apply ethical decision making strategies in my daily life.			
6. Career Development Models	Beginner	Intermediate	Advanced
I am familiar with various career development theories, models, and techniques as they apply to customers and populations I serve.			
I apply these theories and practices to my own professional development and growth.			
I can define the most common terms used in the career development field.			
7. Employability Skills	Beginner	Intermediate	Advanced
I am familiar with the eight critical components of a job search and easily articulate these steps through real world examples.			
I stay current on job search strategies and placement techniques.			
I have a thorough understanding of what transferable skills are and regularly educate jobseekers and employers on its importance.			
8. Training Clients and Peers	Beginner	Intermediate	Advanced
I know how to prepare and develop effective group trainings, including: defining appropriate learning objectives and preparing training materials and presentations.			
I can describe the eight most popular training methods including the pros and cons of each method.			

I am familiar with group dynamics and manage the various personalities and learning styles to ensure a successful learning opportunity for all participants.			
9. Program Management/ Implementation	Beginner	Intermediate	Advanced
I understand the perimeters of the various programs I work within and how they are implemented in my local area.			
I understand the importance of well-designed career services and implementation plans.			
I readily offer my knowledge and experience to others who are designing career planning services.			
10. Promotion and Public Relations	Beginner	Intermediate	Advanced
I know and apply successful methods for marketing and promoting career development programs.			
I am familiar with the populations I serve and design marketing and promotional material that benefits them.			
I continually work to develop my skills in the area of public relations and marketing.			
11. Technology	Beginner	Intermediate	Advanced
I am familiar with the various career development computer applications available to me.			
I can evaluate the technological readiness of myself and my customers.			
I continually seek-out and research the reliability of new career development applications, software and websites and openly share these applications with customers and colleagues.			
12. Consultations	Beginner	Intermediate	Advanced
I willingly accepts suggestions and constructive feedback for performance improvement from supervisors, peers and others.			
I frequently consult and interact with other career development professionals to share and learn new skills, strategies, and industry trends.			
I have identified a trusted advisor to assist me in making difficult decisions and/or to assist me in exploring creative career development methods for hard to serve populations.			
NO MATTER YOUR PROFICIENCY LEVEL THERE'S ALWAYS MORE TO LEARN!			
Facilitating Career Development offers a robust curriculum delivered in a flexible format. This unique learning opportunity is offered several times a year. Click HERE to learn more!			