

**SOUTHEASTERN EMPLOYMENT AND TRAINING ASSOCIATION
OFFERS
“MODIFIED” GLOBAL-CAREER DEVELOPMENT FACILITATOR
TRAINING**

BACKGROUND

As the workforce system works to meet the needs of this current economy, new workforce staff is being hired and existing staff are facing new challenges. Levels of experience and expertise vary greatly among staff, and there is a need to provide staff with training that will enhance their career development skills and increase their confidence. Global Career Development Facilitator (G-CDF) training offered through NCDA (National Career Development Association) provides an opportunity to assist in the preparation of these employees. While some states are offering access to this type of training, some states are not. To meet this need SETA is planning to offer a modified G-CDF training in conjunction with its Spring 2010, Chattanooga TN conference and Fall 2010, Mobile AL conference.

WHO MAY WANT TO PARTICIPATE

- Public School Educators
- College career center staff and Instructors
- One-Stop Career Centers
- Community Agencies
- Government Agencies
- Military Posts
- Corporations
- Human Resource and Employment Agency Staff
- Private Sector Career Counselors/Coaches
- Career changers/seekers

COURSE CONTENT

The G-CDF curriculum covers the following 12 competencies that are essential to successful career development:

1. Helping Skills
2. Labor Market Information & Resources
3. Assessment
4. Diverse Populations
5. Ethical & Legal Issues
6. Career Development Models (and Theories)
7. Employability Skills
8. Training Clients and Peers (and Facilitating Meetings)
9. Program Management & Implementation
10. Promotion & Public Relations
11. Technology
12. Consultation (Effective Use of Supervision/Networks)

More details about G-CDF in general and these competencies in particular are available at www.ncda.org.

Plans are to include additional modules that would address competencies that the National Association of Workforce Development Professionals (NAWDP) requires for its Certified Workforce Development Professional (CWDP) designation. These added competencies are:

1. History of Workforce Development
2. Customer Service
3. Teamwork (Collaboration & Problem-Solving)
4. Business/Employer Knowledge

While formal certification is not a primary goal of this training, offering a curriculum that addresses the competencies needed for two different credentials will prepare learners who complete this training to pursue either or both if they are interested.

COURSE DESIGN

Recognizing that (1) the proposed training must be completed more efficiently and (2) that staff cannot be away from the office for a long period, the course design will offer the above curriculum over a six month period, using a combination of face-to-face classroom training and eLearning. As explained on the NCDA web-site, the eLearning approach is “rigorous, relevant, and practical.”

Starting the course in the classroom will allow learners and instructors to develop the kind of interpersonal bonds that will make subsequent eLearning more successful. Concluding in the classroom will allow ample opportunity to elaborate on topics covered during the eLearning and to clarify outstanding issues/concerns.

TRAINER INFORMATION

Beth Lengel, Director of Services, Lengel Vocational Services, Inc., will be the trainer for the sessions. Beth is a certified Career Development Facilitator eLearning instructor through the National Career Development Association. She has been in the workforce development/training business since 1989. She and her husband offer numerous CDF courses in a variety of formats and other training throughout the United States as well as other countries.

TRAINING SCHEDULE

The training will be offered in conjunction with the SETA Spring 2010 (March 14-17, 2010) conference in Chattanooga, TN and the SETA Fall 2010 (September 12-15, 2010) conference in Mobile, AL.

Spring Conference Training Schedule and Topics

- Sunday, March 14, 2010, 1:00 pm-5:00 pm, *Topic: Overview/History of Workforce Development/Employer Knowledge*
- Monday, March 15, 2010, 11:00 am – 4:00 pm, *Topic: Listening Skills*

- Tuesday, March 15, 2010, 9:00 am – 4:30 pm, *Topic: Teamwork/Collaboration & Problem Solving.* (The Monday and Tuesday training schedule will be in place of participating in conference workshops.)

Self-Study: eLearning March 2010 – September 2010

Fall Conference Training Schedule and Topics

- Sunday, September 12, 2010, 1:00 pm – 5:00 pm, *Topic: Career Portfolios/Meeting Facilitation*
- Monday, September 13, 2010, 11:00 am – 4:00 pm, *Topic: Meeting Facilitation Practice/Labor Market Information*
- Tuesday, September 14, 2010, 9:00 am – 4:30 pm, *Topic: Customer Service/Wrap-Up*

Persons participating in the training will register for the SETA conference utilizing a special SETA Conference/CDF Training registration form. They will pay the regular SETA registration fee which will provide them access to the opening reception, as well as all planned meals, breaks and group activities (opening session, dinner dance, etc.)

COSTS

- \$450-\$550 conference registration fee as reflected on the SETA conference registration form at www.seta.org for EACH of the two conferences, (exact fees depend upon membership and registration timeframe),
- \$615 for the cost of the CDF facilitator. This facilitator fee is inclusive of all classroom and eLearning training costs, and
- related hotel sleeping room costs.

Upon completion of the training, each trainee may choose to apply for certification through one of two organizations

- NCDA for a fee of \$100
- or NAWDP for a fee of \$150 for non-NAWDP members.

Each of the certifying organizations has renewal certification fees and requirements that may include continuing education credits. Specific certification fees and recertification requirements are described on the organizations' web-sites (www.nawdp.org or www.ncda.org). The proposed training is an approved NCDA curriculum.

QUESTIONS?

Any questions on this training opportunity should be addressed to Carol Rayburn Cofer, SETA President, crayburn@negrc.org or telephone number 706-369-5703

This information is being sent to the SETA membership email distribution list. Please share this information with anyone from any agency/organization that you think might be interested in this training opportunity.

