

# **Facilitating Career Development**

## **Introduction**

# Competencies of CDFs

- **Helping Skills** - be proficient in the basic career facilitating process
- **Diverse Populations** - recognize special needs of various groups and adapt services to meet needs
- **Ethical and Legal Issues** - follow **GCDF** code of ethics and know current legislative regulations

# Competencies of CDFs

- **Consultation** - accept suggestions for performance improvement from consultants or supervisors
- **Career Development Models** - understand career development theories, models, and techniques
- **Assessment** - Comprehend and use (*under supervision*) formal and informal career development assessments

# Competencies of CDFs

- **Labor Market Information and Resources** - understand labor market and occupational information and trends
- **Technology** - comprehend and use career development computer applications
- **Employability Skills** - know job search and placement strategies, especially in work with specific groups

# Competencies of CDFs

- **Training Clients and Peers - prepare and develop materials for training programs**
- **Program Management/Implementation - understand programs and their implementation in liaison with others**
- **Promotion and Public Relations - market and promote career development programs in collaboration with staff and supervisors**

# Methods of Learning

- **Reading the textbook as assigned**
- **Doing other out-of-class assignments, such as using Websites, completing worksheets, and visiting sites**
- **Using the complementary electronic version of each chapter**

# Methods of Learning

- **Class lecturettes**
- **Class discussion**
- **In-class activities with other students**
- **Keeping a personal journal**
- **Keeping a personal career portfolio**

# Typical CDF Tasks

- **Conduct intake interviews and record information gained**
- **Identify a client's interests, skills, needs, barriers, and resources**
- **Apply the resources of your organization to meet identified needs**
- **Develop a written plan of action with each client**

# Typical CDF Tasks

- **Administer tests and inventories, under supervision**
- **Help each client find, understand, and know how to use information**
- **Help clients know how to find job openings, develop effective resumes, and participate in an effective job interview**
- **Help clients find and keep a job**

# Typical CDF Tasks

- **Provide instruction to clients on topics related to career planning**
- **Identify agencies to which clients can be referred**
- **Maintain secure, accurate, and confidential records about clients**
- **Assist in the development, delivery, and promotion of services offered by your agency**

# Typical CDF Work Settings

- **High schools**
- **Community and four-year colleges**
- **Job Service offices**
- **One-stop centers**
- **Community agencies**

# Requirements for Certification

- **Successful completion of this curriculum**
- **Completion of one of four combinations of education and experience**
- **Agreement to follow the ethical guidelines for Global Career Development Facilitators (GCDFs)**
- **Application to the Center for Credentialing and Education (CCE)**
- **Payment of a fee**