

## ENGAGING WITH STUDENTS IN ONLINE LEARNING COURSE OUTLINE

<p><b>COURSE CONCEPT</b></p>	<p>As a career coach, you are likely to work with a variety of clients from a broad range of ages, backgrounds with a range of career issues, such as school students needing help with subject and tertiary institute selection, graduates who are seeking their first full time job and job seeking skills support, those returning to the workforce who are unsure of their next step, individuals seeking promotion with strategizing career progression, and older adults wanting to downsize their work commitments.</p> <p>The client has come to you as they are dissatisfied and seek a change in their career and life. Your role is to facilitate the career development process to assist clients in attaining their career goals.</p> <p>You work with clients will be <b>client-centred</b>, exhibiting attitudes of genuineness, empathy, and unconditional positive regard. Demonstrating these attributes will have a positive effect on the quality of the client/practitioner relationship and the service that you provide.</p> <p>The course will provide you with the strategies to enable you to provide high quality and client centred career coaching services.</p>
<p><b>AUDIENCE</b></p>	<p>For individuals seeking <i>international</i> course accreditation in career development practice to work in a global environment with organisations and clients, develop and update their knowledge and skills in career development, or fill a skills gap in their practice.</p> <p>The course is suitable in various contexts and roles, including schools, education, training, in the workplace in human resources or psychology, and/or experience working in employment, recruitment, outplacement, youth work, apprenticeship, disability and rehabilitation, case management, or management.</p>
<p><b>AIMS</b></p>	<ul style="list-style-type: none"> <li>• Facilitate career counselling-coaching with a client-centred approach to focus on the client's needs</li> <li>• Identify the range of clients that Career Development Practitioners assist and understand their specific needs and goals</li> <li>• Apply the 4-step career development process of Self-Discovery, World of Work, Career Planning and Decision Making and Job Seeking</li> <li>• Understand and appreciate a client's change process to implement change</li> <li>• Apply counselling-coaching skills to your practice Define Scope of Practice and work within client boundaries</li> </ul>

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### COURSE CONTENT

- Understanding the range of clients and their individual needs and goals, namely, school students and school leavers, graduates, individuals returning to the workforce, individuals seeking to downsize their work commitments such as semi-retirees or those with family commitments, individuals seeking a promotion and the retrenched employees
- Applying the 4-step career development process of Self-Discovery, World of Work, Career Planning and Decision Making and Job Seeking when facilitating career development sessions
- Understanding And Implementing Effective Change – models:
  - Bridges' Transition Model of Change
  - Stages of Change, or Transtheoretical Model — James Prochaska and Carlo DiClemente
- Facilitating career development by applying counselling-coaching skills with clients with a client-centred approach
- Identify the qualities of a career development practitioner
- What is a Presenting Problem?
- What are micro counselling-coaching skills?
  1. Building rapport
  2. Attending and listening skills, applying non-verbal - SOLER listening technique  
Use of silence
  3. Reflecting and paraphrasing
  4. Clarifying and the use of questions
  5. Focusing
  6. Summarising
  7. Giving feedback
  8. Flexibility
  9. Maintaining confidentiality
  10. Problem-Solving Skills
  11. Managing conflict
  12. Cultural awareness
  13. Applying career resources in the session
- Models to assist your client in making a career decision
  - Personal Resources
  - Locus of Control – Internal or External
  - SWOT Analysis
  - Decisional Balance Matrix

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<b>COURSE CONTENT CONTINUED</b>	<ul style="list-style-type: none"> <li>Managing Conflict and Communication Breakdown with a Client</li> <li>Strategies to Manage Conflict with a Client</li> <li>Writing Client Case Notes in Counselling</li> <li>Writing Client Process Notes in Counselling</li> <li>Storage of Case Notes</li> </ul>
<b>LEARNING OUTCOMES</b>	<p>Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>Assist clients in implementing change by applying two models and applying appropriate career development strategies at each stage. The models include:               <ul style="list-style-type: none"> <li>Bridges' Transition Model of Change</li> <li>Stages of Change, or Transtheoretical Model — James Prochaska and Carlo DiClemente</li> </ul> </li> <li>Facilitate career development by applying counselling-coaching skills with clients and apply a client-centred approach</li> <li>Specify the qualities of a career career development practioner, self-evaluate, and undertake developmental action</li> <li>Discriminate between a client's Presenting Problem and the core issue of the problem</li> <li>Define and apply Scope of Practice to work <i>within</i> client boundaries</li> <li>Apply counselling-coaching skills with clients during each session that include:</li> <li>Facilitate career development by apply counselling-coaching skills with clients during each session including:               <ul style="list-style-type: none"> <li>Building rapport with clients</li> <li>Attending and listening to clients with non-verbal communication - SOLER listening technique</li> <li>Using silence appropriately when working with clients and communicating with people</li> <li>Reflecting and paraphrasing client stories</li> <li>Clarifying the client's story, use questioning and summarising skills</li> <li>Focusing on the client and their problem/issue</li> <li>Providing constructive feedback to the client</li> <li>Working flexibly with clients to relate to their needs and transition from one perspective to another</li> <li>Maintaining confidentiality</li> <li>Applying a range of problem-solving and career decision making skills</li> <li>Using career resources during the session</li> </ul> </li> </ul>

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<b>LEARNING OUTCOMES CONTINUED</b>	<ul style="list-style-type: none"> <li>• Manage conflict and communication breakdown with a client</li> <li>• Demonstrate cultural awareness when working with clients and others</li> <li>• Write and store client case notes and process notes in counselling</li> </ul>
<b>LEARNING ACTIVITIES</b>	<p>The <b>online</b> course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> <li>• Application of course theory to your workplace and situation</li> <li>• Experiential learning activities</li> <li>• Individual exercises</li> <li>• Self-evaluation activities</li> <li>• Insightful questions for deep reflections</li> <li>• Roleplay with a 'client'</li> <li>• Reflective practices on course content and activities</li> <li>• View video clips with reflections of your learning</li> <li>• Write an Action Plan to achieve your career goals</li> </ul>
<b>LEARNING METHODOLOGY</b>	<p>Online learning enables you to study at your own pace and schedule your learning at a time that suits you.</p> <p>Career Coaching and Training will facilitate a webinar on <i>each</i> course to apply the knowledge and skills and answer your questions to support your learning. The webinar will run for 1 hour and is an integral component of the course.</p> <p>You are required to demonstrate evidence of your competency in delivering career development services in <i>each</i> course that you enrol by completing <b>all</b> the course learning activities, documentation, and checklists.</p> <p>The course encourages collaborative discussions among peers. Participants are welcome to provide answers to questions and share their learning, experiences, resources such as references, blog articles, video clips, affirmations, and other tips to make learning and development a meaningful experience.</p>
<b>DURATION</b>	Self-paced learning, approximately 5 hours
<b>CERTIFICATE</b>	<p>Upon successfully finishing the <i>complete</i> program, students will receive a <u>Certificate of Professional Development</u> accredited by <b>Associated Career Professionals International</b>.</p> <p>Students can also receive a <u>Certificate of Professional Development</u> for <i>each</i> course they complete accredited by <b>Associated Career Professionals International</b>.</p>
<b>PROFESSIONAL STANDARDS FOR TEACHERS</b>	6.2 Engage in professional learning and improve practice

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<p><b>CONTINUING PROFESSIONAL DEVELOPMENT POINTS</b></p>	<p>The time spent on <i>each</i> course of study may be claimed as continuing professional development (CPD) <b>by CDAA members</b> towards <b>Career Development Association of Australia (CDAA)</b> requirements.</p> <p><b>Non-CDAA</b> members, please check with your professional association regarding their CPD policy.</p> <p><b>To claim your CPD points</b>, present your certificate of course completion to CDAA or the professional association where you are a member.</p>
<p><b>ADDITIONAL PROFESSIONAL DEVELOPMENT</b></p>	<p>If you have specific and challenging issues, we can further assist with optional coaching sessions in a one-to-one or a small group session.</p> <p>Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.</p>
<p><b>FURTHER INFORMATION</b></p>	<p><a href="http://careercoaching.training">careercoaching.training</a> <a href="mailto:hello@careercoaching.training">hello@careercoaching.training</a></p>