

FOUNDATIONS OF CAREER DEVELOPMENT COURSE OUTLINE

COURSE CONCEPT	<p>The way we live and work has been dramatically altered over several decades. We have witnessed gradual and dramatic changes in the nature of work due to several reasons: globalisation, economic restructuring, the resulting downsizing, rapid increases in information and communications technology, and significant demographic shifts. The move to a knowledge economy means that new businesses, industries, and jobs are emerging involving tasks, services, and products that may not have existed previously. Concurrently, we are witnessing jobs disappearing. The concept of a 'job for life' no longer exists. Individuals are changing their careers seven to ten times throughout their lives, with many jobs in between. Additionally, alternative working patterns such as part-time working, flexitime employment, telecommuting, job-sharing, and compressed workweek mark the most important change in the nature of work in the 21st century.</p> <p>As a career coach, we need to understand the current environment to assist clients in navigating this dynamic world and making informed career decisions that impact their work and life.</p>
AUDIENCE	<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>
AIMS	<ul style="list-style-type: none"> • Apply knowledge and skills in career <i>counselling</i> and career <i>coaching</i> in the context of the changing nature of life, learning, and work. • Develop self-awareness of one's career development journey • Develop clarity of the types of career counselling services that are offered and the distinction between career counselling and career coaching, and the range of techniques of working • Identify the ten qualities of a career counsellor/coach and self-assess your strengths and areas to develop
COURSE CONTENT	<ul style="list-style-type: none"> • The changing nature of life, learning, and work • Influences on your career • Career myths that can make career decisions redundant • Types of career counselling • Holistic career counselling/coaching • Role of a career counsellor • Principles for career counselling • Role of a career coach

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<p>COURSE CONTENT CONTINUED</p>	<ul style="list-style-type: none"> • How is a career counsellor different from a career coach? • Benefits of career counselling/coaching • Techniques of working • The "high five" principles of career development • 10 Qualities of a career counsellor/coach • Basic counselling skills • Terminology
<p>LEARNING OUTCOMES</p>	<p>Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Understand the changing nature of life, learning, and work and apply the context to the client's situation • Identify influences on individual careers • Identify the career myths that can make career decisions redundant • Apply the appropriate types of career counselling to the client situation • Apply a holistic approach to career counselling/coaching • Discriminate between the role of a career counsellor and a career coach • Confirm and apply the principles for career counselling to one's practice • Ascertain the benefits of career counselling/coaching • Apply a range of techniques to career counselling/coaching sessions • Understand and apply the "high five" principles of career development • Specify the 10 Qualities of a career counsellor/coach • Apply basic counselling skills with clients • Define and apply career development terminology
<p>LEARNING ACTIVITIES</p>	<p>The online course consists of the theory with a range of interactive activities that include:</p> <ul style="list-style-type: none"> • Application of course theory to your workplace and situation • Experiential learning activities • Individual exercises • Self-evaluation questionnaire • Insightful questions for deep reflections • Reflective practices on course content and activities • Viewing video clips with reflections of your learning • Writing an Action Plan to achieve your career goals

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LEARNING METHODOLOGY	<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 by completing all the course learning activities, documentation, and checklists.</p> <p>The course encourages collaborative discussions among peers. Participants are welcome to provide answers to questions, 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>
DURATION	<p>Self-paced learning, approximately 4 hours</p> <p>A webinar is facilitated monthly to assist in implementing the course content into your practice, asking questions, and networking with fellow learners.</p>
CERTIFICATE	<p>Upon successfully finishing the complete course, students will receive a <u>Certificate of Professional Development</u> accredited by Associated Career Professionals International.</p> <p>Students can also receive a <u>Certificate of Professional Development</u> for <i>each</i> course they complete accredited by Associated Career Professionals International.</p>
PROFESSIONAL STANDARDS FOR TEACHERS	<p>6.2 Engage in professional learning and improve practice</p>
CONTINUING PROFESSIONAL DEVELOPMENT POINTS	<p>The time spent on <i>each</i> course of study may be claimed as continuing professional development (CPD) by CDAA members towards Career Development Association of Australia (CDAA) requirements.</p> <p>Non-CDAA members, please check with your professional association regarding their CPD policy.</p> <p>To claim your CPD points, present your certificate of course completion to CDAA or the professional association where you are a member.</p>

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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.

Upon completing your full course or individual course, we offer ongoing supervision in your practice through our Career Coaching and Training membership program.

FURTHER INFORMATION

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