

SELF-CARE AND WELL-BEING FOR PRACTITIONERS COURSE OUTLINE

COURSE CONCEPT	<p>We all lead busy lives and juggle many responsibilities: work, time with family and friends, hobbies, and rest. Making time for ourselves is essential to recharge our batteries.</p> <p>Often, many think of self-care as a luxury that is “nice to have.” We have a moral and ethical responsibility to work with clients at our optimum level, rather than when our thinking and emotional well-being are reduced. It is written into the professional Code of Ethics.</p> <p>Self-care looks different for everyone as we are individuals with unique needs and requirements. Our self-awareness enables us to understand and monitor our needs and act on them.</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"> • Develop self-awareness and wellness for our physical, mental and emotional health, and apply self-care strategies to improve our health to work effectively and professionally with clients. • Improve self-awareness to understand different aspects of ourselves to understand their clients and reflect on their needs, thoughts, and values.
COURSE CONTENT	<ul style="list-style-type: none"> • What is self-awareness? Why it is important for counselling and coaching? • The Awareness Wheel of our sensory data: Thinking, Feeling, Doing, Wanting and Sensing • How to develop self-awareness • Focus on wellness • Holistic wellness • Roadblocks to wellness and strategies that support you • What is self-care • Your Self-Care Toolbox

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<p>LEARNING OUTCOMES</p>	<p>Upon completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Improve self-awareness to understand different aspects of ourselves, including our traits, attitudes, and behaviours to their inner selves to understand clients and reflect on their needs, thoughts, and values. • Gain deeper understanding and insight into our thinking, feeling, doing, wanting, and sensing information • Apply strategies to develop self-awareness to our work and life to determine areas that are going well and areas that need improvement • Define self-care and apply guidelines to improve self-care • Identify roadblocks to wellness, and apply strategies that overcome or reduce the roadblocks • Define self-care and apply self-care strategies to work and life
<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 • Case studies with questions and answers Apply a range of career assessment tools • Reflective practices on course content and activities • Viewing video clips with reflections of your learning • Writing an Action Plan to achieve your career goals
<p>LEARNING METHODOLOGY</p>	<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 each course to apply the knowledge and skills and answer your questions to support your learning.</p> <p>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 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>

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DURATION	Self-paced learning, approximately 4 hours
CERTIFICATE	<p>Upon successfully finishing the <i>complete</i> program, 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	6.2 Engage in professional learning and improve practice
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>
ADDITIONAL PROFESSIONAL DEVELOPMENT	<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>
FURTHER INFORMATION	<p>careercoaching.training</p> <p>hello@careercoaching.training</p>