



**RIGHT RESUMES &
CAREER COACHING**
A STEP IN THE RIGHT DIRECTION

Facilitating Career Development

Core Competencies

Labor Market Information

Helping Skills

Assessment

Diverse Populations

Ethical and Legal Issues

Career Development
Models

Employability Skills

Training Clients and Peers

Program Management

Public Relations

Technology

Consultation

Competency-Based Program to
Help You Help Your Clients Succeed

Enhances the skills and knowledge of individuals who
work in any type of career development setting



Contact Us:

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Trainer: Dr. Lakeisha Mathews, CCSP, GCDF
Certified FCD Instructor

WHO SHOULD REGISTER

- College Career Development Professionals
- Internship Coordinators
- Workforce Development Professionals
- Private Practitioners
- Academic Advisors
- K-12 CTE Professionals
- School Counselors
- Career Counselors
- Human Resources Professionals
- Training & Development Professionals
- Veterans Transition Counselors
- Rehabilitation Counselors
- Counselor Educators
- Career Course Professors

FCD MODULES

Helping Skills: Basic career facilitating processes, including productive interpersonal relationships

Labor Market Information: Labor market and occupational information and trends

Assessment: Both formal and informal career development assessments

Diverse Populations: Special needs of various groups, as well as how to adapt services to meet those needs

Ethical & Legal Issues: Studies on the Code of Ethics and current legislative regulations

Technology: The understanding and use of career development computer applications

Career Development Model: Career development theories, models and techniques

Employability Skills: Job search strategies and placement techniques, especially in work with groups

Training Clients: Preparing and developing materials for training programs and presentations

Program Management: Studies covering career programs and their implementation, and working as a liaison in collaborative relationships

Public Relations: Marketing and promoting career development programs

The FCD program provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. Successful completers are eligible to apply for an industry-recognized credential including the Certified Career Services Provider (CCSP) or Global Career Development Facilitator (GCDF).

Participants who complete the program are also eligible for a FREE 1-year membership to the National Career Development Association (NCDA).

Cost: \$1,500 (Student manual included)