



# Employment Needs Assessment Training

## Course Outline

### Introduction

This course provides an overview of Employment Needs Assessment, skills, and processes. It includes pre-reading and listening to several “lecturettes” prior to the synchronous classes.

### Goal of Training

The goals of the pre-training and in-class/on-line sections of the course are to equip career development practitioners with knowledge of the purpose of employment needs assessment, the skills and processes used in needs assessment and practice in conducting an effective employment needs assessment.

### Competencies Covered by the Training

This course covers the following competencies as outlined in the *National Competency Profile of Career Development Professionals* and the *new CDP National Competency Framework*

### Competencies

#### Professional Practice

##### 3. Client Practitioner Relationship

3.1 Establish and sustain working alliance

##### 5. Evidence Based Practice

5.1 Develop evidence-based Interventions

5.2 Monitor client progress

##### 8. Communication

8.1 Use active listening skills

8.2 Communicate verbally

8.3 Communicate non-verbally

#### CDP Characteristics

##### 11. Service Delivery Process

11.1 Conduct intake interview

11.2 Conduct employability assessment

11.3 Help client develop goals and action plans

##### 16. Referral to professional services

16.1 Maintain network of referral sources

16.2 Arrange professional referrals

## Learning Outcomes

Outcomes: at the end of the sessions, participants will:

- Be familiar with and have practiced skills and processes to conduct a thorough employment needs assessment;
- Understand the importance of rapport and building a collaborative relationship with clients/candidates;
- Learn/refresh how to successfully determine client/candidate's readiness for employment;
- Assess needs using framework of employability dimensions;
- Identify client/candidate's strengths and areas of improvement in all employability dimensions;
- Have practiced how to create realistic and achievable action plans with the client/candidate;
- Understand the need to make effective referrals for service, both internal and external.

## - Methodology

The course involves **2 – 4 hours of pre-reading and of listening/watching pre-recorded lecturattes online** to enable participants to fully participate in the training workshop. **In-class training** will be online in a **synchronous** manner with all participants on camera participating in large and small group discussions and practice sessions. Total hours for pre-course and synchronous in class learning will be a minimum of 12 hours. **Participants need to complete the pre-course work before the synchronous classes to be successful. The content of the pre-course work will not be taught during the synchronous classes; it will only be open for questions, discussion, and application.**

### Synchronous online Class Training Schedule

#### First Half Day (3 -3.5 Hours)

Welcome, Introductions, Housekeeping

Take up Questions from pre-reading and listening to lecturattes.

Review Feedback Guidelines and Triad Practice Sessions

Review of steps 1-4 of the Employment Needs Assessment interview in large group

Triad Practice Sessions practicing steps 1-4 with feedback

Large group take up of learning and questions from the practice sessions

#### Second Half Day (3-3.5 Hours)

Review of Previous Day Content

Large group discussion of steps 5-8 of the Employment Needs Assessment interview

Triad Practice adding steps 5-8 to the previous interview

Review of Action Planning worksheet

#### Third Half Day (3-3.5 Hours)

Review of Previous Day Content

Triad Practice Sessions conducting a full 8 step Employment Needs Assessment interview with feedback with a new "client"

Large Group take up of learning and questions from the practice sessions

Suggestions for continued practice of steps and skills

Course evaluation and closure