CDPCBO 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 lecturettes 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 Day (6.5 Hours)

Welcome, Introductions, Housekeeping
Take up Questions from pre-reading and listening to lecturettes.
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
Afternoon:
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

Second 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