

Who should register for this course?

This program is intended for professionals employed as counselors, job coaches, career and life coaches, human resources specialists, trainers, job developers, intake workers and interviewers in governmental agencies, corporate and nonprofit organizations, educational institutions, outplacement organizations, rehabilitation agencies and juvenile justice and corrections facilities.

Benefits of earning the GCDF credential

Earning the GCDF credential gives you professional recognition certifying that you have a defined set of skills within the national workforce development field as established by national standards. This is a marketable, portable credential, recognized throughout the country and the world.

What is it like taking an online course?

Online courses are ideal for professionals seeking career development, but who cannot commit to an in-class schedule or simply prefer the benefits of independent study that technology offers. Students are supported by mentors, who facilitate student discussions, grade assignments and examinations, and are available for questions. Online discussions give students the opportunity to talk about course assignments, and share ideas and expertise that enhance their learning experience. Students follow a detailed week-by-week schedule that guides them through their assignments, which are submitted online. Online courses offer students the flexibility of completing their course work wherever and whenever their schedule permits, within the parameters of the course schedule.

You
can
do
this.

REGISTER TODAY!

Register online by visiting www.tesc.edu/spcs.

REGISTRATION FEE: \$1,500

- ▶ Includes all course materials
- ▶ Includes a 20-hour field work assignment

OFFERED IN A VARIETY OF FORMATS

This program can also be offered on-site through contract training to organizations, or in a blended format that combines online and classroom-based sessions. For more information, contact us at spcs@tesc.edu or (609) 777-5642, ext. 2211 or ext. 2217.

about us

Established in 1972, Thomas Edison State College is one of New Jersey's 12 senior public institutions of higher education and one of the oldest institutions in the country designed specifically for adults. The College has pioneered the use of the latest technology to develop flexible, high-quality educational programs for self-directed adults and is a national leader in the assessment of adult learning. *Forbes* magazine identified the College as one of the top 20 schools in the nation in the use of technology to create learning opportunities for adults. Thomas Edison State College is regionally accredited by the Middle States Association of Colleges and Schools.

The School of Professional and Continuing Studies

at Thomas Edison State College offers a broad array of high-quality professional certificates, seminars, workshops and other noncredit programs specifically designed for the working adult to develop and enhance knowledge, skills and competencies in the workplace. In addition to programs available for individual enrollment, the School works with corporations, government agencies and nonprofit organizations to develop customized professional development programs.



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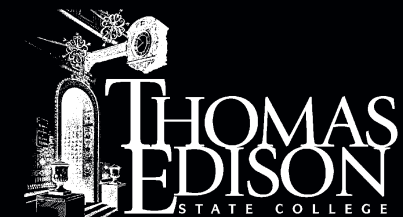
ONLINE PROFESSIONAL CERTIFICATE

Workforce Career Coach Facilitator

EXPAND YOUR CAREER OPPORTUNITIES
& EARN THE GLOBAL CAREER DEVELOPMENT
FACILITATOR CREDENTIAL



SCHOOL OF PROFESSIONAL AND
CONTINUING STUDIES



Higher Education.
For Adults with Higher Expectations.®

www.tesc.edu/spcs

Stay Current

The online Workforce Career Coach Facilitator Professional Certificate is designed to help you improve your professional skills in helping those in the workforce find the best jobs and career fit. This includes helping others learn about careers and jobs, understand the education and/or training required to enter a specific career or job, and develop the skills required.

Improve Your Professional Skills

The 120-hour course is intended for workforce, career, human resources, out-placement and education professionals interested in earning a credential as a Global Career Development Facilitator (GCDF). Successful completion of this professional certificate satisfies the training requirement component for earning the Global Career Development Facilitator credential.

What You Will Learn

Successfully completing this course will develop the following core competencies:

- ▶ **WORKFORCE DEVELOPMENT HISTORY AND POLICY:** Understand workforce development in relation to helping customers make career decisions and seek employment.
- ▶ **HELPING SKILLS:** Be proficient in the basic career facilitating process while including productive interpersonal relationships.
- ▶ **LABOR MARKET INFORMATION AND RESOURCES:** Understand labor market and occupational information and trends. Be able to use current resources.
- ▶ **ASSESSMENT:** Comprehend and use both formal and informal career development assessments with emphasis on relating appropriate career development assessments to the population served.
- ▶ **DIVERSE POPULATIONS:** Recognize special needs of various groups and adapt services to meet their needs.



- ▶ **ETHICAL AND LEGAL ISSUES:** Follow GCDF Code of Ethics and know current legislative regulations.
- ▶ **CAREER DEVELOPMENT MODELS:** Understand career development theories, models and techniques as they apply to lifelong development, gender, age and ethnic background.
- ▶ **EMPLOYABILITY SKILLS:** Know job search strategies and placement techniques.
- ▶ **TRAINING PEERS AND CLIENTS:** Prepare and develop training materials.
- ▶ **PROGRAM MANAGEMENT/IMPLEMENTATION:** Implement programs and work in collaborative relationships.
- ▶ **PROMOTION AND PUBLIC RELATIONS:** Market and promote career development programs.
- ▶ **TECHNOLOGY:** Comprehend and use career development computer applications.
- ▶ **CONSULTATION:** Accept suggestions for performance improvement.

PREREQUISITES FOR THIS CERTIFICATE & EARNING THE GLOBAL CAREER DEVELOPMENT FACILITATOR CREDENTIAL

This program is designed for professionals in the workforce/development field. Students registering for this course will be required to identify an approved field work supervisor for approximately 20 hours of field work.

In addition, students registering for the course and those who seek the Global Career Development Facilitator credential must have:

- ▶ A master's degree and have one year of work experience*
- ▶ A baccalaureate degree and two years of work experience*
- ▶ An associate degree and three years of work experience*
- ▶ A high school diploma and four years of work experience*

The Global Career Development Facilitator credential is conferred by the Center for Credentialing and Education, an affiliate of the National Board for Certified Counselors, the largest helping skills credentialing organization in the world. For more information, visit www.cce-global.org.

*Workforce/career development experience is defined as working in any environment where one may be helping others to find out about careers and jobs, being involved in education and/or training to reach career and job goals, making career and job decisions, looking for a job and keeping a job.