

**Global Career Development Facilitator (GCDF)**

**Certification Training**

**Official Training Information Packet**

**For Workforce Development Professionals**

# **THE BENEFIT OF CAREER SPAN’S GCDF TRAINING COURSE**

**Today’s 21st century world of work is a turbulent yet exciting place to navigate through mazes of career choices, emerging trends and challenging job search methods. Finding satisfying work and obtaining employment for today’s job seeker is a daunting task. The Global Career Development Facilitator (GCDF) credential ensures the career advisor has attained a standard of excellence and professionalism. The knowledge, tools and techniques learned help the GCDF career professional assist students and adults in the facilitation and discovery of successful career decision-making strategies and effective job search methodologies.**

**Training benefits for a career professional include:**

* **A nationally recognized career credential (over 18,000 worldwide)**
* **A marketable certification**
* **Hands-on opportunities to learn and practice career advising techniques**
* **Class instructions by private practice master career counselor and board certified career coach**
* **Effective job search tools to help your client find employment**
* **Effective processes to help a person choose or consider career options**
* **A strong base of core competencies that will help people you serve experience successful outcomes**
* **A certified career development trainer who understands the complexity of WIOA and strengthening community partnerships**

**TO LEARN MORE ABOUT THIS IMPORTANT CREDENTIAL FOR THE 21ST CENTURY WORKPLACE, CLICK HERE: http://www.ncda.org/aws/NCDA/pt/sp/facilitator\_overview**

**Our nationally approved training curriculum**

Career Span, Inc. has trained over 100 career professionals representing education and workforce development. Our training is based upon the nationally approved GCDF curriculum***, Intersection: Where Career Theory, Models and Resources Converge (2016)****.* This curriculum is *c*o-authored and developed by Career Span’s certified instructors, Carla Hunter and Caroline Francis. The twelve core competencies of the GCDF credential are studied and interwoven into eleven face-to-face training modules lasting eight hours each class day. The teaching modality includes the application of theoretical principles and models that have been successfully implemented in our private practice with clients and shared in classroom instruction. There are 80 hours of face-to-face class instruction with a minimum of 40 hours of outside homework required. Combined instruction and homework must total 120 hours to complete the training as mandated by the Center for Credentialing and Education. This is a rigorous training.

**Location and time**

Career Span, Inc. offers the GCDF training at a time convenient for your workforce agency. We travel to your location and travel expenses are included in the total cost of the training.

Typically, we begin each day of training at 9am and finish at 4:00pm. We have completed the training at an accelerated rate of a few weeks as well as once a month training days over the course of eleven months. Thus, we are very flexible in the timeline of how you prefer the training to be delivered. We can offer it over the course of weeks or months. The total training time will involve eleven full days (7.5 hours per day).

Please note: none of our training material or class instruction hours will be offered as an online course due to the following reasons:

1. Career Span, Inc. as an approved national instructor of the GCDF credential must verify the developing competencies of the professional earning the credential. Face to face training with interaction, role-playing and feedback is the most beneficial method to accomplish this goal.

2. Career Span, Inc. GCDF curriculum is based on the primary helping skills of building rapport and trust with a client. We believe the critical importance of feedback and practice with peers and instructors is essential for successful demonstration of each competency.

All workforce development partners of your region would benefit from this collaborative training opportunity. Please consider inviting partners across education, economic development and workforce development.

**Training topics**

 **“Introduction to Becoming a GCDF Career Professional”**

**“The Foundational Building Blocks of Helping Relationships”**

 **“Ethics and Legal Issues for a Career Specialist”**

**“Understanding Career Theory and Models”**

 **“Employability Skills and Helping Clients Exit to Employment”**

**“Appreciating Diverse Populations”**

 **“Using Labor Market Information and Resources”**

**“Career Assessments and Technology”**

**“Effective Job Seeking Strategies for the 21st Century”**

**“Program Implementation, Consultation, Promotion and Public Relations”**

“**Training Clients and Peers”**

**GCDF certification requirements**

The Center for Credentialing and Education has specified requirements for each student to earn the GCDF credential including work experience and education. This training is part of the process of becoming a certified GCDF professional. Our curriculum meets the standards and is approved for the 120 hours of core competency training.

To learn additional information you can also visit the Center for Credentialing and Education website about the GCDF credential:

<http://www.cce-global.org/GCDF>

**Training expectations and deliverables**

As soon as your agency or region contacts us to set up an initial meeting via phone or in person, we will establish tentative dates to offer the training. We will present a certificate of completion for each student who successfully completes the training to become eligible for the GCDF credential.

Once a student enrolls in the class, we will send a welcome letter and information via e-mail in preparation for the training. This correspondence includes:

* The 2016 Syllabus
* Homework assignment for the first training
* The *Getting to Know You* information page to complete

Each student is expected to attend all classes.

**The 2016 training fee and policies**

Career Span’s certified 2016 training fee includes:

* All class materials, binder and resources
* Direct supervision, coaching and feedback from instructor for each class member
* Travel and expenses of instructor

Each class must have a minimum of 18 students.

The 2016 rate for each student is $3,000.00. For more information about the GCDF training contact Carla Hunter at 859-608-9756. For 18 students or more, a discount is available. Each class size has a maximum of 30 students.

Our company website: www.careerspanUSA.com

**GCDF Instructor Bio**

Carla Hunter, President of Career Span, Inc. is a Master Career Counselor and a Nationally Certified Career Counselor with extensive career development expertise. She works with a broad spectrum of clients ranging from high school students preparing for college to working adults making career changes or experiencing job loss. Carla has developed extensive team-building curriculum and facilitation sessions for corporate and organizational clients including strategic planning, conflict resolution and becoming a highly effective performer. She has written multiple career articles for Kentucky.com and the AOL and contributed to the 1st edition of Kentucky’s Office of Employment and Training’s You’re Hired! An Action Plan for Success in Today’s Labor Market. Carla assists companies and organizations with recruiting top talent, succession planning and leadership development. Carla is qualified to interpret vocational assessments such as the Strong Interest Inventory (SII), the Myers-Briggs Type Indicator (MBTI), the Thomas Kilman Instrument (TKI), the FIRO-B and IDEAS. She is the author, developer and researcher of two career development assessments: *The Portfolio of Assets: A Skill Set Inventory (2003, 2013)* and *Finding Your Place in the World of Work (2013)* a career interest inventory. Since 2005, Carla has been an approved instructor for the Global Career Development Facilitator (GCDF) credential offered by the National Career Development Association. In 2008, she co-authored *Intersection: Where Career Development Theories, Models and Resources Converge (updated 2016)*, the 12th nationally approved GCDF curriculum. She is a workforce development consultant specializing in quality service model implementation. She has trained over 120 career professionals to assist and empower clients in finding meaningful work. In addition she is the developer and owner of the resume template website, **www.resumetemplatetoolkit.com** designed for jobseekers after conducting rigorous interviews of human resources professionals and hiring decision-makers. In 2010, Career Span, Inc completed an extensive research study called the Workforce Opportunity Project, an employer survey of 100 companies in the Eastern Kentucky service region to determine employability and sustainability skills for the future workforce. The full report of the results can be accessed at **www.workforceopportunityproject.com**

Carla co-hosted Twitter’s national chat “#Schools2Life”. She blogs about career development at **www.mastercareercounselor.com** You can visit her company web site at **www.careerspanUSA.com** or find out more about her new assessment at **www.finding-your-place.com** . She finds great reward in helping organizations and companies develop, build and implement career development programs across the globe.

  **www.linkedin.com/carlaohunter**