

Kristen Garceau  
 Sample FCD Course Assignment Planning  
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Useful for applying for professional development credit hours

<p>Introduction Chapter</p>	<ul style="list-style-type: none"> <li>• Read Introduction in FCD Text</li> <li>• Review Center for Credentialing and Education (CCE) Website <a href="http://www.cce-global.org">www.cce-global.org</a> – complete the handout.</li> <li>• Review the National Career Development Association website at <a href="http://www.ncda.org">www.ncda.org</a> – complete the handout</li> <li>• Online Discussion: Introduce self and post discussion information; respond to two classmates’ posts</li> </ul>	<p>4 hours</p>
<p>Chapter 1: Developing a Helping Relationship</p>	<ul style="list-style-type: none"> <li>• Read Chapter 1 in FCD Text</li> <li>• Complete Quiz online; cumulative scores must be 90% or higher</li> <li>• Reflection on the Role of the Career Services Provider (1-4)</li> <li>• Choosing and Using Feeling Words (1-9 and 1-11)</li> <li>• Reflecting Content and Feeling (1-12 and 1-13)</li> <li>• Summarizing and Paraphrasing (1-14)</li> <li>• Asking Open and Closed-ended Questions worksheet (1-17 and 1-19)</li> <li>• Exploring Client Strengths &amp; Barriers to Establish Goals (1-28 and 1-29)</li> <li>• Effective Goal Setting worksheet (1-31 and 1-32)</li> <li>• Career Center Intake Form worksheet (1-45 to 1-47) Use an anonymous client.</li> <li>• Sample Action Plan (1-53 to 1-53)</li> <li>• Referral Resource Information Form (1-54)</li> <li>• Online Discussion: Referral resource post and response to two class members.</li> </ul>	<p># Hours</p>
<p>Chapter 2: Training and Leading Groups</p>	<ul style="list-style-type: none"> <li>• Read Chapter 2 in the Student Manual</li> <li>• Complete Quiz online; cumulative scores must be 90% or higher</li> <li>• Other Benefits (working with groups) (2-4)</li> <li>• Ways in Which You Will Work with Groups (2-5)</li> <li>• Describe Characteristics of an Effective Group Trainer/Leader (2-6)</li> <li>• Using Your Helping Skills in Group Training (2-11)</li> <li>• Your Preferred Learning Style (2-16)</li> <li>• Solving Common Group Challenges (2-30 and 2-31).</li> <li>• Appendix S-2: Lesson Plan Design Template (2-40 and 2-41)</li> <li>• Appendix S-4: Sample Training Evaluation form (2-46 and 2-47)</li> <li>• Online Discussion: Working with Groups, post and respond to two classmates’ posts</li> </ul>	<p># Hours</p>

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