



National Career
Development
Association

January 31, 2022

TO: NCDA FCD Instructors – US Based Instructors Only

FROM: Mary Ann Powell, NCDA

SUBJECT: NCDA FCD Training Opportunity

Deadline: Applications must be submitted to Mary Ann Powell, mpowell@ncda.org no later than Tuesday, March 1

Background:

The National Career Development Association, under a contract with Mathematica, will contribute to “Connecting Adults to Success: Evaluation of Enhanced Career Navigator Training” for the U.S. Department of Education. This study will examine whether providing training to Career Navigators might improve adult learners’ educational and workforce outcomes.

NCDA will deliver virtual NCDA Facilitating Career Development training to Career Navigators working with an adult learner population. NCDA will recruit and work with two (2 or more) NCDA FCD Instructors to standardize training delivery and format.

Criteria:

- NCDA FCD Instructors must be listed on the NCDA FCD Registry and an NCDA member.
- Only U.S. based NCDA FCD Master Trainers or NCDA FCD Instructors are eligible.
- Only “Team” applications will be considered. A “team” consists of two (2 or more) NCDA FCD MTs or NCDA FCDIs. Each team member must meet all application criteria.
- Knowledge of adult learner population and soft skills for working with adult learners such as strong interpersonal skills, using a learner-centered, holistic approach that considers the learner’s goals, background, and life circumstances; understanding the barriers adult learners might face; and maintaining ongoing communication with adult learners is required.
- Knowledge of current resources available to adult learners and skills to build and maintain strong partnerships inside/outside of the organization, which may include registrar’s office, financial aid, academic advising, and community workforce development contacts is required.
- Knowledge of career pathways and skills to gather and analyze information to help learners make decisions, including postsecondary degree credentialing programs, industry needs, how to access

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and interpret labor market or local employment tools, and training programs, as well as setting and monitoring realistic goals is required.

- Knowledge of adult learner skills that can lead to success and techniques to help learners develop these skills, such as improving executive functioning skills, setting and monitoring goals, planning, and accessing resources is required.

Training Expectations:

- The “team” of instructors will work closely with NCD A to deliver NCD A FCD virtual training with required synchronous and asynchronous components to selected Career Navigators.
- The “team” of instructors will be required to co-train the NCD A FCD course using one Learning Management System (LMS).
- The “team” will be required to collect and provide data on training delivery and career navigator participating including:
 - Career Navigators’ attendance during synchronous components on a weekly basis
 - Career Navigators’ participation in the training, such as the completion of required assignments on a weekly basis
 - Career Navigators’ completion of training (certificate of completion), whether they obtained a credential, and if applicable, performance on any built-in assessments
- It is expected that those Career Navigators that successfully complete the FCD training program will apply for the CCSP credential.
- NCD A and the “team” will provide trainees with a link to a short survey Mathematica develops at the end of each course and work with the Mathematica to monitor response rates and conduct follow-up outreach as needed.
- The “team” will allow Mathematica access to the LMS to observe a subset of the training as requested.
- The “team” will respond within two (2) business days to NCD A and Mathematica questions about implementation and participation.

Training Details:

- Training of the Career Navigators, a total of 36 trainees, will begin August 2022. Completion of the NCD A FCD Course should be completed within approximately 12-15 weeks of the start date.
- Additional “Ad-Hoc” NCD A FCD training for Career Navigators who begin positions at participating adult education sites after August 2022. Ad hoc trainings will occur throughout 2023 and through July 2024. Estimated number of ad-hoc training attendees is 27. The exact format of the training program and LMS used for initial trainees must be utilized for any ad hoc trainings.

If you are interested in this opportunity, please submit the following information by Tuesday, March 1, to Mary Ann Powell at mpowell@ncda.org.

- Cover letter expressing your interest and outlining your team approach
- Bio/Vita for each team member outlining NCD A FCD training experience and experience teaching adult learners
- Sample 12–15-week training agenda including synchronous and asynchronous training and estimated amount of time per week trainees will spend on this course

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Compensation:

\$1100 per trainee (up to 36 trainees) to be shared by the “team”

\$1100 per ad-hoc trainee (up to 27 trainees) to be shared by the “team”

**The selected “team” will inform NCDA how the compensation will be divided.*

***NCDA will cover the costs of NCDA FCD curriculum.*

Questions? Contact Mary Ann Powell at mpowell@ncda.org

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