



100

CASE MANAGEMENT (ADVANCED)

Learn the career development case management process from intake to file closure. Learn about the role barriers play in both the client return to work process and the employment counselling process. (30 hrs)

262

CAREER DEVELOPMENT PRACTICE

Develop practical skills necessary to assist people in obtaining employment. Examine the social and psychological effects of unemployment; focus on counselling techniques, communication skills, motivating and empowering clients. (30 hrs)

267

ETHICS FOR CAREER PRACTITIONERS

Learn the Canadian Standards & Guidelines Code of Ethics and apply the Ethical Decision Making process to case studies. (10 hrs)

275

RESUMES AND COVER LETTERS

Practice the art of composing resumes and cover letters. Learn how to coach clients on the basics of writing effective resumes and cover letters that get results. (15 hrs)

750

THEORIES, MODELS & STRATEGIES

Examine the history of career development and learn about historical and emerging career development theories. Practice applying these theories through discussions, scenarios & case studies. (30 hrs)

752

CAREER DECISION MAKING

Learn to use key tools and techniques to assess personality, abilities, interests, transferable skills, values and employment barriers. Create individualized action plans, including assessment data and occupational research. (30 hrs)



753

FACILITATED LEARNING

Learn essential and innovative facilitation skills to work with groups, create a positive job search environment through useful techniques for diverse client groups and learn to apply effective communication skills. (30 hrs)

754

INTRO TO VOCATIONAL REHABILITATION

Learn how to recognize disabling conditions and how rehabilitation counseling can assist people with physical, mental, developmental, and cognitive disabilities to achieve their personal and career goals in the most integrated setting possible. (30 hrs)

756

LABOUR MARKET INFORMATION

Learn about the history of work and demographics. Look at local and global labour market trends to help forecast where employment needs will be in communities. Learn about consumption and what to expect for the future of work. (30 hrs)

757

CAREER TRANSITION MANAGEMENT

Gain the knowledge and skills necessary to identify and assist with the specific challenges facing adults who are experiencing a career transition. Topics include handling loss and change, problem solving, decision making and building self esteem. (30 hrs)

758

INTERVIEW SKILLS

Learn about winning interview skills, practice these skills, and coach others to improve and be effective in presenting their skills and experience to meet the needs of the employer. (15 hrs)

COST

**EACH 30 HR
COURSE IS: \$499**

**EACH 15 HR
COURSE IS: \$290**

**EACH 10 HR
COURSE IS: \$239**