Helping Skills to Facilitate Career Development

Course Outline

Course Developer(s)
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Course Format
Two weeks, 10 hours per week

Course Prerequisites
Current and/or past experience as a career and employment practitioner and/or in a related field.

Course Description
Participants will develop or enhance counselling, coaching, and other interpersonal communication skills to a paraprofessional level.

Course Objectives
General:
Participants will develop/enhance their knowledge and skills in career coaching. The course is aligned to the Canadian Standards & Guidelines for Career Development Practitioners.

Learning Objectives:
Upon successful completion of this course, students will be able to:
- Identify helping skills appropriate for their day-to-day practice
- Demonstrate establishing rapport, active listening skills, empathy, and culturally sensitive communication

Required Texts / Supplies

Shepard, B. C. & Mani, P. S. (Eds.) (2014). Career development practice in Canada. CERIC. (eBook or Print available from CERIC).¹

Optional Text

¹The Shepard & Mani (2014) textbook is a required reading throughout the Career Management Professional Program. Students taking individual courses, therefore, may only refer to a chapter or two; however, this resource is a wonderful addition to your professional toolkit.
Additional Readings
Throughout the course, relevant readings will be posted on our website. Plan to spend a minimum of 2-3 hours per week on the readings.

Course Completion Requirements
Students must achieve an overall grade of at least 80% to successfully complete a course. If absent or offline for more than 48 consecutive hours, students are required to contact the instructor.

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<tr>
<th>Participation</th>
<th>25%</th>
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<tr>
<td>Video Analysis</td>
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<tr>
<td>Role Play – Analysis/Critique of Client/Helper Interaction</td>
<td>30%</td>
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<tr>
<td>Role Play – Self-Reflection</td>
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Learning Philosophy/Approach
LearnOnline is a student-centred, dynamic community where instructors and students co-create an engaging safe space to reflect, share, and grow together. Life Strategies is committed to infusing principles of equity, diversity, and inclusion within all our endeavors, including our e-learning offerings. We recognize that learning is a lifelong process impacted by our lived experiences and relationship to others and appreciate the unique learning preferences our students hold as they balance complex lives.

Life Strategies invites students to integrate their unique contexts within their e-learning journey and honour their personal learning goals. Together our learning community can support enhancing our professional community. We expect students, instructors, and administrative staff to treat others with respect and kindness, even when differences of opinions arise. We acknowledge, however, that sometimes our efforts to make people feel welcomed and included may fail, so we are always open to feedback to inform adjustments and improvements going forward.

Online Instruction Overview
This online course will be hosted on Life Strategies ’LearnOnline e-learning platform which uses a Moodle-based learning management system. The system organizes a variety of learning activities (e.g., assigned readings, resources, videos, discussions, assignments) into several topical modules which students will progress through on a set schedule as described in the Course Syllabus. A course instructor will facilitate the discussions and review the assignments providing feedback and insights throughout the course. Although discussions are asynchronous (i.e., students are required to make a minimum of two posts, at their convenience, over at least 2 days that the topic is active), from time to time, the instructor may schedule live “sessions” or “office hours” using a web conferencing application (e.g., Zoom). Any “live” components will be communicated to students via the News forum; however, we recognize our students come from different time zones and are balancing many other work/life commitments that can impede attending in real time. As such, live elements will be recorded and/or optional.

Facilitated e-learning offers amazing opportunities for shared learning. Many experts in the field believe that the best learning occurs in the discussion forums and that the posted course content may take on a secondary importance. Although this course will provide comprehensive content, students ’active participation in the discussions enriches learning and is required for successful course completion. Students are encouraged not to delay jumping into the discussions. Although discussions are related to the assigned readings, resources, and/or videos, it is not necessary to wait until all of the readings/videos have been reviewed before jumping into the discussion forums – in fact, posting early and often
contributes to richer discussions. Being inactive within the discussions for several days will impact a student’s overall grade and may result in being unenrolled from the course.

Registered students will be enrolled and receive log-in instructions by email (noreply@learnonline.lifestrategies.ca) 1 week prior to the course start date. This provides a few days for students to orient themselves within the e-learning environment, review course expectations, and troubleshoot any technical concerns. If you require additional support or a course extension, please contact our team (studentadvisor@lifestrategies.ca) and we’ll do our best to accommodate your needs.

Operational Requirements
As this course is offered entirely online, students must have reliable Internet access and be comfortable using Internet technology and participating in discussion forums.

Within each course, topics open and close on specific days facilitating learning as a cohort. Although there is flexibility in times of day to post, students will be expected to adhere to the course schedule and spend a similar amount of time on this course as they would in a classroom-based environment of 20 hours to achieve course mastery (i.e., 80%).

Documents will be posted in Word, PowerPoint, and PDF — students must be able to download these documents and also upload similar documents. Web conferencing software (e.g., Zoom) may also be utilized.

Students can count on our team for support if any technical challenge arises during the learning process. Contact us by sending an email to info@lifestrategies.ca so we can assist as soon as possible.

Accommodation
We recognize that students have different learning styles. We want to make sure each student gets the most out of their learning experience with us. If there is any special need and/or disability which needs accommodation or special consideration throughout the course, please let us know prior to the course start so that we can work collaboratively to more effectively meet those needs.

Life Strategies is a truly remote workplace with staff and associates working across a wide variety of traditional, ancestral, unceded and occupied Indigenous Lands. We want to take a moment to acknowledge the territory and thank the Nation(s) for allowing us visitation on their traditional lands and invite you to do the same. If you are connecting from Canada, please go to https://native-land.ca to learn more about and to reflect upon the lands you are joining us from.