| Introduction Chapter | • Read Introduction in FCD Text  
• Review Center for Credentialing and Education (CCE) Website [www.cce-global.org](http://www.cce-global.org) – complete the handout.  
• Review the National Career Development Association website at [www.ncda.org](http://www.ncda.org) – complete the handout  
• Online Discussion: Introduce self and post discussion information; respond to two classmates’ posts |
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| Chapter 1: Developing a Helping Relationship | • Read Chapter 1 in FCD Text  
• Complete Quiz online; cumulative scores must be 90% or higher  
• Reflection on the Role of the Career Services Provider (1-4)  
• Choosing and Using Feeling Words (1-9 and 1-11)  
• Reflecting Content and Feeling (1-12 and 1-13)  
• Summarizing and Paraphrasing (1-14)  
• Asking Open and Closed-ended Questions worksheet (1-17 and 1-19)  
• Exploring Client Strengths & Barriers to Establish Goals (1-28 and 1-29)  
• Effective Goal Setting worksheet (1-31 and 1-32)  
• Career Center Intake Form worksheet (1-45 to 1-47) Use an anonymous client.  
• Sample Action Plan (1-53 to 1-53)  
• Referral Resource Information Form (1-54)  
• Online Discussion: Referral resource post and response to two classmates’ posts |
|                      | # Hours                                                      |
| Chapter 2: Training and Leading Groups | • Read Chapter 2 in the Student Manual  
• Complete Quiz online; cumulative scores must be 90% or higher  
• Other Benefits (working with groups) (2-4)  
• Ways in Which You Will Work with Groups (2-5)  
• Describe Characteristics of an Effective Group Trainer/Leader (2-6)  
• Using Your Helping Skills in Group Training (2-11)  
• Your Preferred Learning Style (2-16)  
• Solving Common Group Challenges (2-30 and 2-31)  
• Appendix S-2: Lesson Plan Design Template (2-40 and 2-41)  
• Appendix S-4: Sample Training Evaluation form (2-46 and 2-47)  
• Online Discussion: Working with Groups, post and respond to two classmates’ posts |
|                      | # Hours                                                      |