

Using Occupational Information for Your Work as Career Counselors and Advisors

Online and Self-Paced Course for Your Professional Development

Career counselors and advisors need to use the most credible and trusted occupational information to assist people in career exploration, career transition, and job preparation.

This self-paced course which will give you a short overview of the federal government's occupational system, and show you some ways that you can use this information in your work with job seekers and persons who are deciding what to do with their lives. You will use video and printed material to complete the activities. You will practice these activities and show how you can use the skills to help your students, clients, and customers.

This course is designed for career counseors, career coaches, resume writers, school counselors, career facilitators, career center directors, and career teachers.

What You Will Learn

What O*NET is and Contains
How to Use the O*NET Data Descriptor Search
Searching for Bright Outlook Occupations
Finding Tools and Technology Used in Occupations
Helping Military Transition to the Civilian World of Work
Help People Make a Career Transition Using Their Transferable Skills
How to Stay Current About Occupational Information

These skills are supplemented by several additional resources that will help extend your understanding.

To register for the course, go to <http://home.earthlink.net/~careerfacilitator>. You will be given access to the course upon receipt of tuition payment.

Contact Dr. Janet Wall at careerfacilitator@earthlink.net with any questions.

Cost: \$75

**Receive a Certificate of Completion for 3.5 clock hours
of professional development.**