### NCDA TRAINING AND EDUCATION COUNCIL

### September 9, 2020

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| Chair: Bret Anderson, bret@h2communication.com  | Mark Danaher |
| Chair-elect: Jim Peacock, jimpeacock@peak-careers.com  | Melanie Diffey Malka Edelman |
| Leann Morgan |  |
| Heather Maietta |  |
| NCDA Board Liaison: Sharon Givens | NCDA Staff: Mary Ann Powell |
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**Committee Purpose**

The NCDA Training and Education Council (TEC) is responsible to provide oversight and advisement of NCDA’s three training programs including Facilitating Career Development (FCD), Career Practitioner Supervision (CPS), and School Career Development Advisor (SCDA) and any such future training curricula approved by the Board.

**Committee Activities to Date**

***Effectiveness of Instruction***

* Council’s primary goal is to ensure quality and consistency oftraining and competency of instructors. Created a survey that is to be completed by all FCD completers which will provide feedback on instructors and training. Data will be used to improve training. Data is periodically reviewed and shared with FCD Instructors.
* Developing webinars for instructors to share current information. First webinar was held April 25 attracted 84 FCD Instructors. The fourth webinar was held April 30. The webinars have been very successful and consistently have at least 80 FCD Instructors registered to attend. Webinars will continue in the next fiscal year.

***Updating TEC, FCD, and SCDA pages on NCDA website***

* Updates are ongoing and continual for the TEC section of the NCDA website.

***Credentialing***

* Assist Credentialing Commission as requested.
* Stay informed of new School Career Development Associate (SCDA) credential and assist commission as requested in promotion and collaboration.
* Stay informed of details of credentialing process so we can share the information with others.
* Assigned Leann Morgan to serve as the TEC Liaison to the Credentialing Commission.

***New TEC Members***

* Heather Maietta and Leann Morgan assumed their positions on the TEC October 1, 2019.
	+ Heather Maietta assumed the at-large open position left by Kristen Garceau and Leann Morgan assumed the remaining year of the position vacated by Alease Copelin who recently resigned from the Council due to expanded work responsibilities.
	+ The TEC will have 4 new TEC members assume their roles on October 1, 2020.
		- Pam Ehlers, Master Trainer Rep (previously an open position)
		- Kelly Pierce, CPS Rep (replacing Malka Edelman)
		- Keri Aaver, FCD Instructor Rep (replacing Bret Anderson)

***Career Practitioner Supervision Training***

* Malka Edelman attended the CPS Training held during the 2019 Conference. Malka will be making recommendations to the TEC to expand this yearly training program patterned from the NCDA FCD Training Program. Anticipated roll out date has not yet been identified.
* Kelly Pierce will serve as the new CPS Rep. We are currently working with Jane Goodman and Judy Hoppin to establish criteria for Master Trainers and Instructors. It will follow a similar structure as the FCD Training Program.

***Facilitating Career Development Instructor and Student Manual Curriculum Update***

* The TEC is currently assisting in the update of the FCD Instructor and Student Manual. Reviews are currently being conducted by TEC members and several FCD Instructors. Updates/edits will be made by Lisa Jordan, Human Solutions, and will be completed in late spring/early summer. We anticipate a revised, fourth edition curriculum to be ready for print and release by early August.
* Updates are currently being finalized and available by October 1.

***School Career Development Instructor Training and Student Manual Curriculum***

* Mark Danaher, Malka Edelman, and Connie Pritchard conducted an SCDA Instructor Online Training program in October and November 2019. Twelve individuals completed the instructor training. SCDA training is being promoted on the SCDA website and the SCDA curriculum will be available as an online product in the Career Resource Store and will be available in mid-March.
* Mark is currently organizing a Focus Group to look at topics covered in the program. His hope is to help identify areas that are lacking and address those in a curriculum update.

***Offender Workforce Development Specialist***

* Bret Anderson has delivered the Resource Guides to NCDA.
* He will deliver the remaining Instructor Manual, Student Manual, and Activity Packets to NCDA by October 16.
* We will continue to develop the training program using the established protocol designed by the TEC. (Preceptor, Master Trainer, Instructor, Training Program)
* We anticipate the program will be ready in Summer 2021 and we can begin training OWDS Instructors on the use of the updated curriculum.

**Projected Plan/Work to be Completed through September 30, 2021**

Work ahead includes alignment of current training with credentialing work, developing instructors, and more.

Upcoming issues/tasks include:

* Continue developing capacity for SCDA training (instructor qualifications, preparation, etc.)
* Developing capacity for Career Practitioner Supervision training (instructor qualifications, preparation, etc.)
* Creating a universal process, workflow that applies to all NCDA training programs (finalized summer 2020)
* Expanding learning beyond conferences (webinars and networking meetings)
* Developing a Policies and Procedures Manual (completed but will be continually updated)
* Establishing short-term, long-term goals and timeframes as a first step

**Budget Requests**

The Advisory Council requests continued full funding of one meeting at the 2021 Spring CPI in Denver, Colorado and partial funding of a one-day meeting at the 2021 NCDA Global Conference. $10,000. In addition, we request $20,000 to complete the editing of the OWDS Instructor/Student Manuals, Resource Guides and Activities Modules.