

### Course Outline

#### Course Developer(s)

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#### Course Format<sup>1</sup>

Four weeks, 10 hours per week; 1-week reading break schedule after week 2.

#### Course Prerequisites

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

#### Course Description

Job Developers have an important role to play in helping candidates (i.e., job-seeking clients) find meaningful employment and creating strong partnerships with employers; they make a crucial link between the agencies supporting candidates and the local business community. Job Developers need to be equipped to support diverse candidates while also meeting the needs of employers. This course will outline best practices in job development including understanding diverse candidates, preparing candidates for employment, making effective candidate-employer matches, maintaining effective relationships with employers, and dealing with challenges and concerns that may arise.

#### Course Objectives

##### General:

Course participants will develop/enhance their knowledge of job development including understanding the role of a Job Developer, preparing candidates for employment, and maintaining effective relationships with employers.

##### Learning Objectives:

Upon successful completion of this course, students will be able to:

- Support the development of quality job search tools
- Match candidate skills to job requirements; apply strengths-based approach to promote matches
- Examine the range of employers' needs and learn the right questions to ask to find better solutions
- Learn to develop and maintain strong, value-added, employer relationships
- Analyze and apply retention strategies to maintain employment outcomes
- Utilize various strategies and incentives to increase employer engagement
- Review effective internet sites to support the job development relationship
- Prepare paperwork that supports job development and placement (e.g., training plans and employer proposals)

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<sup>1</sup> Also available, upon request, classroom-based or blended (combining online and classroom)



- Discuss how to deal with challenges and concerns
- Use relevant online tools to support matching candidates with employers
- Apply strong interviewing and research skills to make appropriate referrals to candidates and employers

## Required Texts / Supplies

Neault, R. A. (2006). *Beyond the basics: Real world skills for career practitioners (2nd Ed.)*. Aldergrove, BC: Life Strategies Ltd. Available through the online store at [www.lifestrategies.ca](http://www.lifestrategies.ca)

Wyckoff, L., & Clymer, C. (2005). *Job development essentials: A guide for job developers (2nd Ed.)*. Public/Private Ventures. Free download available at: [http://ppv.issuelab.org/resource/job\\_development\\_essentials\\_a\\_guide\\_for\\_job\\_developers\\_second\\_edition](http://ppv.issuelab.org/resource/job_development_essentials_a_guide_for_job_developers_second_edition)

## 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.

Participation	20%
Job Developer Webquest	20%
Job Developer Tip Sheet	25%
Employment Proposal	35%

## Online Instruction Overview

This online course will be conducted using the “Moodle” course management system. Registered students will receive log-in instructions by email the Monday prior to the course start date. This system relies on asynchronous discussion forums (i.e., participants post when it’s convenient for them, not during a scheduled time slot). However, from time to time, we may schedule live “chats” using Instant Messaging software (e.g., Skype, GoToMeeting).

Online learning offers amazing opportunities for shared learning. Many experts in the field believe that the best learning online occurs in the discussion forums and that the posted course content may take on a secondary importance. Although this course will provide comprehensive content, your active participation in the discussion forums (i.e., checking in and briefly posting once or twice per day to each open discussion) will enrich your learning significantly.

## 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.

Although there are no scheduled classes, students will be expected to spend a similar amount of time on this course as they would in a classroom-based environment of 40 hours.





Documents will be posted in Word, PowerPoint, and PDF —students must be able to download these documents and also upload similar documents.

### **Accommodation**

If you have a disability that needs accommodation for this course, please let us know and we will work with you to more effectively meet your needs.

