### NCDA TRAINING AND EDUCATION COUNCIL

### March 11, 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.
* A survey has also been created to provide feedback on the effectiveness of our master trainers and their Instructor Training Programs. The survey will be implemented by May 1.
* Developing webinars for instructors to share current information. First webinar was held April 25 attracted 84 FCD Instructors. The fourth webinar will be held April 30. The webinars have been very successful and consistently have at least 50 FCD Instructors registered to attend.

***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.

***Marketing of Curriculum/New Credentialing***

* Networking meetings are scheduled at conference for CCSPs, GCDFs, Instructors and Master Trainers. Information on the curriculum and credential will again be shared. Table will also be set up at conference to share information.

***New TEC Members***

* Heather Maietta and Leann Morgan assumed their positions on the TEC October 1.
	+ 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 is currently accepting applications for four open positions on the Council. Recommendations for board approval for new council members will be requested in May.

***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.

***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.

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.

**Projected Plan/Work to be Completed through September 30, 2020**

The Council is continuing transition from the Facilitating Career Development Advisory Council into the Training and Education Council. 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
* Expanding learning beyond conferences
* Developing a Policies and Procedures Manual
* 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 2020 NCDA Global Conference. $10,000. In addition, we request $5,000 to complete the editing of the FCD Instructor/Student Manuals.