



Training & Development Toolbox

for Leaders in Education





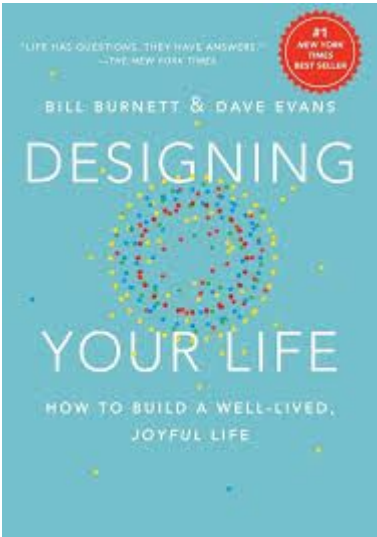
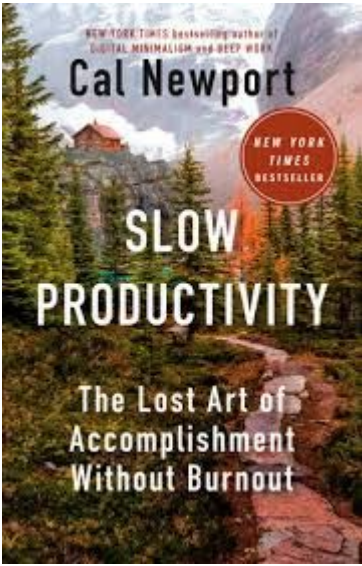
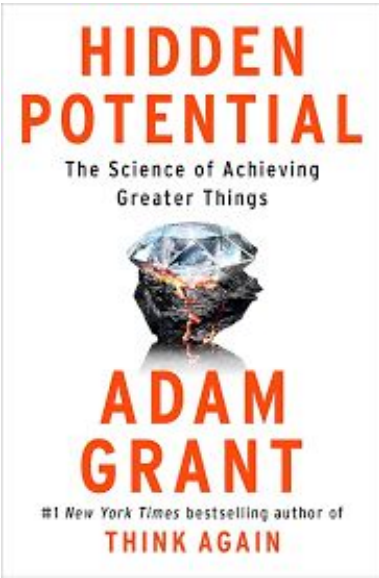
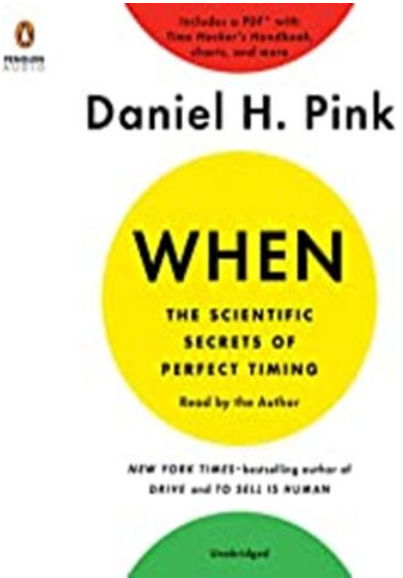
before we begin...

visit **horizonpointconsulting.com/whatsup**
for all the tools and resources from today

Let's learn how to ...

- Become Leaders as Career Agents
- Support Aspiring Administrators
- Incorporate Career Development Training

Book Recommendations



People First! Who's in the room?

- Who are you? (meet your neighbor)
- What's a tip/tool you use in training & development?





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Mary Ila Ward



HPC Tip for Development



Leaders As Career Agents



Leaders as Career Agents Form



What do you want out of your career?	Strengths	Areas to Develop
<p>1 Year: Continue to grow in current role (areas to develop) & keep all certifications current.</p> <p>3 Years: Seek additional credential (coaching?), offer new, relevant services for HPC (International Coaching Federation)</p> <p>5 Years: Consider obtaining MBA</p> <p>10 Years: Manage Career Services Line of Business with HPC</p>	<p>Facilitating CDF course</p> <p>One-on-one coaching/assessments</p> <p>Screening/recruiting</p> <p>Researching data for wage projects</p>	<p>Wage projects-big picture</p> <p>Facilitating other courses/webinars</p>
Work Assignment Strategies	Personal Development Strategies	
<p>Work with team on wage projects (final product)</p> <p>Assessment Course, Chamber webinar</p> <p>Lead AL Career Coach Project</p>	<p>Read one book per quarter (relevant to work/personal development)</p> <p>Continue to make time for quiet time/prayer & exercise</p> <p>Recertifications (PHR in January?)</p>	



<p>What do you want out of your career?</p> <p>1 Year:</p> <p>3 Years:</p> <p>5 Years:</p> <p>10 Years:</p>	<p>Strengths</p>	<p>Areas to Develop</p>
<p>Work Assignment Strategies</p>	<p>Personal Development Strategies</p>	



Aspiring Administrators



**4 steps to
advancement**

1. Leaders As Career Agents
2. Networking
3. LinkedIn & Resume Update
4. Tips for Success

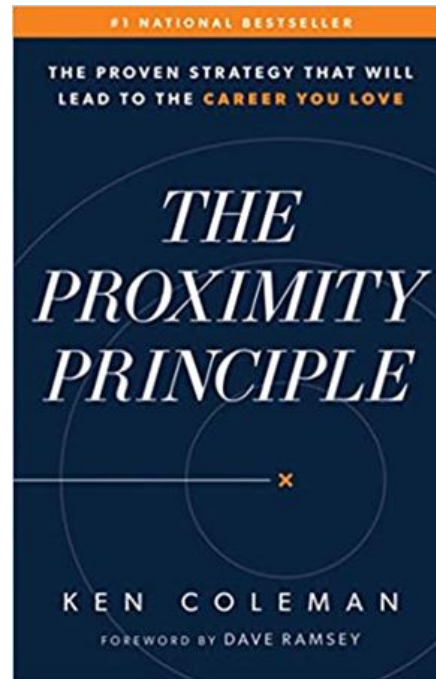


What do you want out of your career? 1 Year: 3 Years: 5 Years: 10 Years:	Strengths	Areas to Develop
	Work Assignment Strategies	Personal Development Strategies





**Network!
Network!
Network!**



Top 5 Resume Writing Tips

The tips below offer a strategic approach to leveraging your experience and avoiding classic resume faux pas.

1. The layout and format is important.

Select a traditional font that is easy to read and use black type against white paper.

2. You have 15-20 seconds to shine.

Highlight your key accomplishments and most relevant skills within the top half of your resume, preferably using bullets.

3. List your experience in reverse chronological format.

List your present or most recent job first, working backwards unless you have a lapse in employment. In that case, re-arrange your employment history to reflect work relevancy instead.

4. Customize your resume to each position.

In your summary statement, immediately state the position to which you are applying for and tailor your resume to reflect your experience for the position accordingly.

5. Quantify your accomplishments.

Identify appropriate metrics and include professional achievements that are value-added and specific to each role.



How do you bypass applicant tracking systems?



The screenshot shows the Jobscan application tracking system interface. At the top, there is a blue header with the Jobscan logo, 'LOG IN', and 'SIGN UP' buttons. Below the header, a message states 'THIS IS A SAMPLE REPORT (not actual user data)'. The main content area is titled 'Sample Report' and includes a 'SHARE' and 'PRINT REPORT' button. On the left, there is a sidebar with navigation options: 'SCAN REPORT' (Resume, Resume Findings, Hard Skills, Soft Skills, Other Keywords, Cover Letter, Recommended jobs), 'SCAN OPTIONS' (Recognize Plurals, Star Your Scan, Exclude Skills), and buttons for 'UPDATE RESUME & RESCAN' and 'POWER EDIT DEMO'. The central part of the interface features a 'MATCH RATE' section with a large circular gauge showing 68%. Below this, there are several sections with progress bars and status indicators: 'ATS FINDINGS' (9/11 correct, 2/11 incorrect), 'RECRUITER FINDINGS' (2/4 correct, 2/4 incorrect), 'SKILLS MATCH' (19/44 correct, 25/44 incorrect), 'FORMAT CHECKS' (1/2 correct, 1/2 incorrect), and 'COVER LETTER CHECKS' (4/5 correct, 1/5 incorrect). At the bottom, there is a 'RESUME' and 'COVER LETTER' tab, and a detailed 'ATS FINDINGS' section with a red 'X' icon and text: 'You are missing 2 important high-value skills on your resume. For example, customer experience appears on the job description 3 times and is not on your resume. You are additional...'. A 'Need help? Email us!' button is visible at the bottom right.

LinkedIn Professional Profile Tips

- Step 1: Upload a professional photo
- Step 2: Add your Industry and Location
- Step 3: Customize your LinkedIn URL
- Step 4: Write a summary
- Step 5: Describe your experience
- Step 6: Add 5 Skills or more
- Step 7: List your education
- Step 8: Connect with 50+ contacts
- Step 9: Turn ON "Let recruiters know you're open"

Career Development Training

History of FCD with ALSDE

- Since 2015:
 - Approximately 500 FCD (Facilitating AL Career Development) completers
 - 100+ CEU and Professional Development Completers
- Leads to multiple certification options through CCE & NCDA
- PLUs available
- Certification is required in some states for career development positions

Customized Learning Platform & Content

The image shows a screenshot of a learning management system (LMS) interface. On the left is a dark sidebar with navigation icons and labels: Home, Account, Dashboard, Courses, Calendar, Inbox (with a '16' notification badge), History, Commons, and Help (with a '10' notification badge). The main content area has a light blue header with 'Home', 'Announcements', and 'Modules'. Below 'Modules' is a list of navigation options: Assignments, Discussions, Syllabus, Files, People, Grades, Pages (with a lock icon), Outcomes (with a lock icon), Rubrics (with a lock icon), Quizzes (with a lock icon), BigBlueButton (with a lock icon), Collaborations (with a lock icon), and Settings. The main content area displays a list of resources under the heading 'Alabama Career Development Resources'. Each resource row includes a link icon, the resource name, a green checkmark, a plus sign, and a three-dot menu icon. The resources listed are: Alabama Works, AIDT Learning Resources, Alabama Public Television (APT) Education | American Graduate, HudsonAlpha (educate tab for students and educators), A Smart Place, and Alabama Industry Panel Session Recording (9/9). Below this list is another section header: 'Module 1: Helping Relationships (Chapter 1) and Multicultural Populations (Chapter 6)', which includes a resource 'Read Chapters 1 and 6'. A large orange question mark icon is overlaid on the bottom right of the interface.



School Career Development Advisor (SCDA) Training

NCEA Approved Provider
Eligibility for CSDCA Credential



Certified School Career Development Advisor (CSCDA)

What is the Certified School Career Development Advisor (CSCDA) credential?

This credential is intended for providers who work with youth in many settings and help prepare students for meaningful work and managing their careers. These providers work with other staff to coordinate the design, implementation, and monitoring of school and community-based efforts to improve the chances of students entering the job market with skills, knowledge, and credentials to be competitive.

Who is eligible for the CSCDA?

Individuals who have completed training using NCDAs [Facilitating Career Development](#) and NCDAs [School Career Development Advisor](#) curriculum are eligible to apply. Those holding a master's degree in School Counseling with three year's experience in career development may also apply immediately without attending the training.

What are the steps to apply for the CSCDA?

You must provide evidence of completion of training by providing copies of your Certificates of Completion for NCDAs [Facilitating Career Development](#) and NCDAs [School Career Development Advisor](#) trainings. School Counselors must also provide a copy of their transcript in lieu of the training completion certificates. Gather your materials and start the application process at the bottom of this page.

How much time do I have to finish the application?

You can complete the application within 90 days of your start date, as your time permits. Only the assessment portion of the application is timed. Once you open a scenario, you must complete your response within 60 minutes. Each scenario in the assessment must be completed in a single sitting, but you can take a break between questions. You may not receive assistance from anyone else nor use resources as you are writing your responses. After each scenario, you may stop and return later.





We are Workplace Innovators

Horizon Point Consulting, Inc.



THANK YOU!

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