

PROGRAMME SCHEDULE

Notes:

- All webinar sessions are conducted via synchronized face-to-face sessions with the trainers via remote learning platforms.
- All participants have to attend the synchronized webinar sessions as highlighted in bold in the schedule below. Do note that some of the webinar sessions would be held at night.

Week	Mode of Learning	Topic	Task	Hours
Week 1 (3 full days – 9am to 5pm) (inclusive of lunch break)	Synchronized face-to-face sessions with trainers on remote learning platforms	<ul style="list-style-type: none"> • Developing a helping relationship • Important attitudes of helping professionals • Critical skills of a Career Service Provider • Intake interviews • Goal setting and Action plans 	<ul style="list-style-type: none"> • Participants to be familiarized with the E-learning platform 	<ul style="list-style-type: none"> • 21 hours
Week 2 (e-learning + 1 lesson on Zoom 7pm to 9pm)	<ul style="list-style-type: none"> • E-learning • Webinar 1 Topic for webinar: Career Theories 	<ul style="list-style-type: none"> • Career Development theory and application 	<ul style="list-style-type: none"> • E-learning (including responses to learning activities) 	<ul style="list-style-type: none"> • 14 hours
			<ul style="list-style-type: none"> • Webinar 1 	<ul style="list-style-type: none"> • 1 hr
			<ul style="list-style-type: none"> • Online Assessment (Career Development theory and application) 	<ul style="list-style-type: none"> • 1hr
Week 3 (e-learning)	<ul style="list-style-type: none"> • E-learning 	<ul style="list-style-type: none"> • The role of assessment in Career Planning • Ethics and the Career Services Provider 	<ul style="list-style-type: none"> • E-learning 	<ul style="list-style-type: none"> • 14 hours
			<ul style="list-style-type: none"> • Online Assessment (Topics –The role of assessment in career planning & Ethics and the career services provider) 	<ul style="list-style-type: none"> • 1hr

Week 4 (e-learning + 1 lesson on Zoom 7pm to 9pm)	<ul style="list-style-type: none"> • E-learning • Webinar 2 Topic: Assessments and ethics 	<ul style="list-style-type: none"> • Training and Leading groups • Providing Career Services to diverse populations 	<ul style="list-style-type: none"> • E-learning <ul style="list-style-type: none"> • Submit Video of Career Facilitation 	<ul style="list-style-type: none"> • 14 hours
			<ul style="list-style-type: none"> • Webinar 2 	<ul style="list-style-type: none"> • 1 hour
			<ul style="list-style-type: none"> • Online Assessment (Topic- Training and Leading groups & Provide career services to diverse populations) 	<ul style="list-style-type: none"> • 1hr
Week 5 (e-learning)	<ul style="list-style-type: none"> • E-learning 	<ul style="list-style-type: none"> • Designing and Implementing Career Planning Services • Consultation on capstone project 	<ul style="list-style-type: none"> • E-learning 	<ul style="list-style-type: none"> • 14 hours
			<ul style="list-style-type: none"> • Online Assessment (Topic – Designing career planning services) 	<ul style="list-style-type: none"> • 1hr
Week 6 (e-learning + 1 lesson on Zoom 7pm to 9pm)	<ul style="list-style-type: none"> • E-learning • Webinar 3 Topic: Multicultural populations and Labour market information Synchronized learning via webinar sessions with trainers 	<ul style="list-style-type: none"> • Job Seeking and Employability Skills • The role of Career Information and Labour Market information in Career Planning 	<ul style="list-style-type: none"> • E-learning 	<ul style="list-style-type: none"> • 14 hours
			<ul style="list-style-type: none"> • Webinar 3 	<ul style="list-style-type: none"> • 1 hour
			<ul style="list-style-type: none"> • Online Assessment (Topic: Job seeking and employability skills & Labour market information) 	<ul style="list-style-type: none"> • 1hr
Week 7 (e-learning)	<ul style="list-style-type: none"> • E-learning 	<ul style="list-style-type: none"> • Business Services, Employer Relations and the role of technology in career planning 	<ul style="list-style-type: none"> • E-learning 	<ul style="list-style-type: none"> • 14 hours
			<ul style="list-style-type: none"> • Online Assessment (Topic: Business services and employer relations & technology) 	<ul style="list-style-type: none"> • 1hr

Week 8 (e-learning + 1 lesson on Zoom 7pm to 9pm)	<ul style="list-style-type: none"> • E-learning • Webinar 4 <p>Topic: Employability skills and career services</p> <p>Synchronized learning via webinar sessions with trainers</p>	<ul style="list-style-type: none"> • Recap Designing and Implementing Career Planning Services • Wrap up of Course 	• Webinar 4	• 1 hour
			<ul style="list-style-type: none"> • E-learning Submission of Capstone Career Development Project. The submission includes a recorded video presentation where participants present the project. 	• 4 hours