

**GCDF Curriculum Review
Competencies and suggested hours**

Competency	Definition	Suggested Classroom Hours	Suggested Field Work Hours	Homework (Textbook reading and completing exercises)
Introduction		4-5		
Helping Skills	Be proficient in the basic career facilitating process while including productive interpersonal relationships	15-20	7-10	
Labor Market Information and Resources	Understand labor market and occupational information and trends. Be able to use current resources	6-9	4-5	
Assessment	Comprehend and use both formal and informal career development assessments with emphasis on relating appropriate career development assessments to the population served	6-10	3-5	
Diverse Populations	Recognize special needs of various groups and adapt services to meet their needs	10-14	4-5	
Ethical and Legal Issues	Follow GCDF Code of Ethics and know current legislative regulations	6-10	2-3	
Career Development Models	Understand career development theories, models and techniques as they apply to life-long development, gender, age and ethnic background	5-8		
Employability Skills	Know job strategies, and placement techniques especially in work with special groups	6-10	6-10	
Training clients and peers	Prepare and develop materials for training programs and presentations	6-10	3-6	
Program Management/Implementation	Understand programs and their implementation, and work as liaison in collaborative relationships	4-6	2-3	
Promotion and Public Relations	Market and promote career development programs with staff and supervisors	4-6	2-3	
Technology	Comprehend and use career development computer applications	4-6	6-8	
Consultation	Accept suggestions for performance improvement from consultants or supervisors	4-6	1-2	
TOTAL		80-120	40-60	20-40