

**An AFOP Training Institute and
Cygnet Associates "Know-How" Training Series**

Case Management & Beyond: How to Hit it Out of the Park as a Career Counselor

- ✓ **Write More Effective Case Notes**
- ✓ **Learn Best Practices for Conducting a Career-Focused Initial Assessment**
- ✓ **Write Realistic Career-Based Service Plans**
- ✓ **Re-Engage Lost Participants**
- ✓ **Increase Placements**

**Ten Fast-Paced Webinars Plus
2 In-Person Sessions**

**Monthly Training from September 2023-
September 2024**

Substitute new staff at any time

Register Staff Now!

Jodie Sue Kelly will lead participants through a year of interactive sessions that cover the skills, knowledge, and tools needed to provide career focused case management services to migrant and seasonal farmworkers and other clients.

A career coach doesn't have a one-size-fits-all job description. That's because a person's career path is like a fingerprint: no two are the same. Every farmworker will have a career journey that is unique and requires the career coach's personalized support.

To provide strong career coaching as a case manager, staff must be knowledgeable and skilled at the following:

- Helping farmworkers navigate career transitions;
- Providing career advice;
- Helping job seekers with job interview skills;
- Examining and interpreting career assessment results and providing guidance;
- Assisting with career planning;
- Helping participants to set goals and reach them;
- Guiding farmworkers as they explore new career options and opportunities;
- Finding footing in a new role or a new job;
- Exploring ways to upskill or reskill in a current job;
- Re-engaging participants who have lost their steam.

Participants in the training will build competency in their case management roles by learning to effectively communicate, engage and develop strong partnerships with their participants.

At its core case management is about transforming lives through individualized services to help farmworkers to reach their goals. The course will teach best practices in all of the key components of the career coaching process.

Topics:

- How to write strong case notes and document progress
- Conducting an initial assessment while building rapport
- How to ask what you need to know
- Bringing up difficult issues
- How to frame questions to help participants understand the value of our services
- Roadblocks to effective communication with the participant
- Protecting the participant's self-esteem
- How to write an individual service plan that the participant buys into
- Providing evidence of agreement on the plan
- Clarifying who owns the problem
- Identifying transferable skills that help participants get hired more quickly
- How to assess if a participant has the skills to do their own self-directed job search
- Effective job matching and placement techniques
- How to use ongoing case management appointments to keep participants engaged and moving forward.
- How to re-engage participants who are no longer active
- Successful follow-up and post-exit case management

Meet Your Instructor



In over 45 years in workforce, Jodie Sue Kelly has won wide recognition for her innovative, practical, and entertaining workshops. As an employment training manager, she double enrollments in an award-winning program she directed for drop-out youth. Jodie has been working with AFOP programs for over a decade and has trained on:

- ✓ Building Job Retention
- ✓ Job Search and Job Retention Boot Camp
- ✓ Building Motivation, Engagement and Participation Using Motivational Interviewing Techniques
- ✓ Building Employer Support, Job Placement and Job Retention to meet Performance Measures
- ✓ Recruitment Made (Much!) Easier

Jodie builds participation and engagement into her sessions so that staff learn from one another. She makes learning fun!

**Rave
Reviews**

Comments from AFOP Staff on the most recent ATI training:

"These webinars are fantastic, and I am already introducing some of these ideas with my team - thank you for what you do!"

"I think Jodie has done an excellent job explaining her material and giving a lot of visual examples! I have learned a lot from this webinar!"

"Excellent job on the training. Thanks for using real-world examples."

"I appreciate all that you do and put into these webinars, They are quite enjoyable and informational!!"

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sponsored by AFOP Training Institute

2023-2024 Credential Series

(Use multiple forms to add more trainees or send an email to cygnet84@aol.com with all the information requested below);

Agency: _____

Agency Address: _____

Supervisor to contact for updates on class participation: _____

Email address of supervisor: _____

Attendee:	Email Address:

Total Cost: \$325.00 x -- attendees = _____

Purchase Order number: _____

Who should invoice be sent to?

Name: _____

Email or address: _____
