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Designing and Implementing Career Programs: A Handbook for Effective Practice

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The purpose of this handbook is to stimulate discussion among senior managers, managers, practitioners, administrative staff, and stakeholders about the cost-effective design and delivery of career resources, service-delivery tools, and services for adolescents and adults in career centers and schools who have varying needs for assistance in making occupational, educational, training, and employment decisions. Monograph.

Topics include:

Career Services

- Self-help, brief staff-assisted, individual case-managed, and distance delivery
- Seven-step service delivery sequence
- Four-step model for promoting effective use of assessment and information resources
- Selecting, sequencing, and pacing the use of career resources

Service-Delivery Tools

- Signage, maps, resource guides, diagnostic assessment, and individual learning plans

Career Resources

- Career resource rooms, Internet Web sites, and information handouts

Program Evaluation Strategies
Five-step Model for Providing Accountability Data
Eight-step Implementation Model
Making Implementation a Success
Strategies for Adapting the Models Presented in the Handbook
Resources Available in the Appendices and Accompanying CD-ROM include:

- Glossary of key terms
- Staff training handout, "Key Elements in Designing and Implementing Career Resources and Services"
- Template and example of a resource guide
- Identifying potential career resources and services for resource guides
- Resource guide worksheet

- Individual learning plan
- Example of a completed individual learning plan
- Example of an information handout
- Implementation checklist
- Worksheet for managing implementation

PowerPoint presentations for staff training on the following topics are included: career services, service-delivery tools, career resources, evaluation and accountability, eight-step implementation model, and implementation success.

To view these PowerPoint presentations, [visit the companion article in Career Convergence](#).

[View Chapter 1](#) (PDF)

[Designing and Implementing Career Programs - Table of Contents](#) (PDF)

A [book review](#) is available online in NCDA's Career Convergence web magazine.

Keywords:

Category: Assessment
Category: Career Information Resources/Curriculum/Activities
Category: Coaching/Consultation/Performance Improvement
Category: Supervision
Category: Ethical/Legal Issues
Category: Research/Evaluation
Category: Technology

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