

**STATE BOARD OF COMMUNITY COLLEGES**  
**Career Development Facilitator (CDF) Training Project**

The NC Community College System Office used \$33,000 of State Board Reserve Funding between March and June 2016 to pay registration and partial travel fees for community college staff to obtain Career Development Facilitator (CDF) training through the NCWorks Training Center. Attainment of the CDF training is an Align4NCWorks strategic plan priority (supporting goals 5 and 8 in the plan) and supported by plan partners.

Results

As a result of this project, the State Board of Community Colleges has enabled **56 community college staff at 35 community colleges\* plus the System Office** to receive the CDF training. See further information below. Titles of participants range from Counselor and NCWorks Career Coach to Youth Instructor/WIOA Facilitator and Vice President of Student Services. This 120-hour course is the same foundational course expected of key workforce development partners, such as staff in NCWorks Career Centers and public schools.

<b>Proposed</b>	<b>Actual</b>
45-50 community college staff trained	56 community college staff in training
Funding from the State Board Reserve	<ul style="list-style-type: none"> <li>• Funding from the State Board Reserve</li> <li>• Leveraged funding -- registration fees valued at \$6,825 for 13 community college staff covered by Gaston Workforce Development Board</li> </ul>
Targeting of NCWorks Career Coaches (community college staff in public schools) and Student Services staff	<ul style="list-style-type: none"> <li>• 18 NCWorks Career Coaches or Career Coach supervisors (plus the System Office coordinator)</li> <li>• 24 Student Services staff</li> <li>• Additional staff in Continuing Education (HRD and other), Basic Skills – areas identified as secondary priorities by Dr. Lisa Chapman</li> </ul>
Support thru two training sessions in Raleigh: <ul style="list-style-type: none"> <li>• Session dedicated to community college staff (started June 1-2)</li> <li>• Support for additional staff to attend a publicly available session (started June 21-22)</li> </ul>	Three training sessions – Raleigh & Gastonia: <ul style="list-style-type: none"> <li>• Session dedicated to community college staff (35 trainees)-Raleigh</li> <li>• Session with mix (8 trainees supported by the project)-Raleigh</li> <li>• Session sponsored in Gastonia by Gaston Workforce Development Board (started May 19-20)</li> </ul>

<b>Proposed</b>	<b>Actual</b>
Purchase of educational materials for use with System Office staff	Purchase of educational materials for use with System Office staff and colleges, including plans to share the National Career Development Association’s “Designing and Implementing Career Services” publication with all 58 community colleges

\*Colleges with staff participating in the CDF Training Project training:

Alamance Community College, Asheville-Buncombe Technical Community College, Blue Ridge Community College, Caldwell Community College and Technical Institute, Cape Fear Community College, Catawba Valley Community College, Central Carolina Community College, Central Piedmont Community College, Cleveland Community College, Craven Community College, Davidson County Community College, Durham Technical Community College, Edgecombe Community College, Fayetteville Technical Community College, Gaston College, Guilford Technical Community College, Haywood Community College, Isothermal Community College, James Sprunt Community College, Johnston Community College, Lenoir Community College, Montgomery Community College, Nash Community College, Pamlico Community College, Piedmont Community College, Pitt Community College, Randolph Community College, Robeson Community College, Rowan-Cabarrus Community College, South Piedmont Community College, Southwestern Community College, Vance-Granville Community College, Wake Technical Community College, Wayne Community College, Western Piedmont Community College.

In addition, the project helped a counselor at Roanoke-Chowan Community College who had let her Global Career Development Facilitator credential lapse find out how to regain that credential with CEUs rather than having to take the CDF course again.

Final results coming

The training courses are hybrid courses with online training and projects to complete, so staff in the CDF training courses will complete training between August 9 and September 15, 2016. A Survey Monkey evaluation has been developed by System Office staff to determine which aspects of the training are most valuable to community college staff and which types of staff seem to benefit most. The survey will be distributed as each training group finishes the course.

Next steps/unmet needs

The training offered to the colleges did not meet the full demand of the colleges. A waiting list had to be established since the System Office had limited funds and a limited time period in which to sponsor staff for training. Unmet needs/demand include: NCWorks Career Coaches that had not been hired in time to participate in training; additional Student Services staff expressing interest in the training; and other areas of the colleges that have not been systemically been offered training sponsorships yet. Leaders in the Engagement and Strategic Innovations and Programs/Student Services Divisions are working together on if/how the CDF training should be promoted systemically in the future.