



عضو في مؤسسة قطر
Member of Qatar Foundation

CAREER ADVISOR TRAINING COURSE

By Qatar Career Development Center

IN COLLABORATION WITH



Course Synopsis

The Career Advisor Training Course (CATC) was brought into Qatar and the GCC region by Qatar Career Development Center (QCDC), a member of Qatar Foundation, and is the first customized training course for career advisors in Qatar. The course is powered by Kuder, Inc, a world leader in career planning services.

The Career Advisor Training Course aims to equip individuals with the basic skills and essential knowledge of career advising and planning, and provide them with tools and activities so that they can assist our youth to embark on ultimate career journeys.

English Batch

Date: 22 - 26 November 2020

Time: 8:00am-2:00pm

Venue: Education City

Arabic Batch

Date: 6 - 10 December 2020

Time: 8:00am-2:00pm

Venue: Education City



Who should attend?

- Career Advisors
- Academic/Vocational Counsellors
- HR Personnel (especially those involved in National Development Activities)
- Parents (the influence they exercise on their children's career decisions is tremendous – they can be considered as their home career advisors)
- Instructors/Professors
- Scholars (researchers, advanced degree students, etc.)
- Other people with general interest in career development

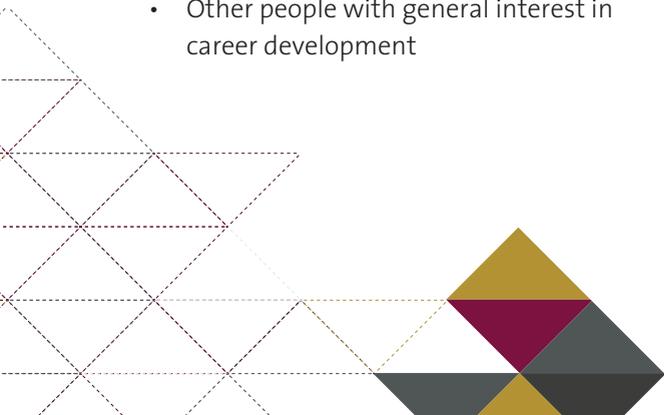
Objectives and Outputs

1. What is the value for the individuals?

- To gain career skills that will outfit them for a potential position as a career advisor
- To gain insight into their own career development and that of their children
- To demonstrate in-depth knowledge of the planning system at their workplace
- To guide and follow through with students or clients after use of a career planning system
- To learn and use technology-based applications that benefit career development

2. What is the value for the educational institutions and businesses?

- To have students who make better informed choices about their postsecondary majors, thus increasing retention and degree completion
- To have students or clients who make better informed career choices, thus increasing productivity on the job and personal life satisfaction
- To have knowledgeable employees who can help students or adults with career choices and planning, through specialized knowledge and practices
- To have employees who realize and are more satisfied with their career choices
- To have employees who can assist clients in using labour market information to filter their occupation choices
- To have knowledgeable employees who can teach clients how to find job openings
- To be able to design and oversee the implementation of career planning services
- To be able to monitor, correct and support career advisors as needed



Course Content

1. Competencies

There are 9 specific competencies to be achieved throughout the training:

- **Helping Skills**
Proficient in the career facilitating process while including productive interpersonal relationships
- **Career Development and Choice Theory**
Understand career development theories, models, and techniques as they apply to lifelong development, gender, age, and ethnic background.
- **Assessment and Career Planning**
Comprehend and use (under supervision) both formal and informal career development assessments with emphasis on relating appropriate ones to the population served.
- **The Role of Information in Career Planning**
Describe the career planning process and suggest approaches and criteria that will assist in making career choices.
- **Ethical Guidelines**
Follow the relevant code of ethics and know current legislative regulations.
- **Working with Groups**
Promote the career development program as it relates to assessment interpretation and job-seeking materials.
- **Using Technology**
Comprehend and use career development technology based applications.
- **Employability Skills**
Know job search strategies and placement techniques, especially in working with specific groups.
- **Program Planning and Implementation**
Understand career development programs and their implementation, and work as a liaison in collaborative relationships.

2. Course Agenda

Day 1: Introduction and the Process of Career Planning

- Get-acquainted activity with group
- Overview and logistics of the course
- The process of career planning
- Methods of dealing with the combination of personal characteristics and environmental characteristics
- Work on case study

Day 2: Theory and Assessments as Valuable Tools in Career Planning

- The Theory of John Holland
- Assessment based on Holland's Theory
- Assessment based on Super's Theory
- Take the Kuder Career Search and Super Work Values Inventory online
- Discuss participant score reports
- Look at the score reports for the client in the assigned case study

Day 3: Information as a Valuable Tool in Career Planning

- The role of information in career decision-making
- Databases needed to support career decisions
- Sources of career information
- Using information for decision making
- Application to case study

Day 4: Facilitative Skills as a Critical Tool in Assisting Others with Career Planning

- What are the facilitative skills?
- Practicing each of the facilitative skills (role-playing activities)
- Working with your case study (role-playing)



Important Course Requirements

Day 5: Delivering Career Planning Services

- Methods of delivery and how they may be modified with different populations and in different work settings
- Advantages and disadvantages of each
- Steps in planning your method(s) of delivery
- Individual or small-group project

3. Online Interface

An online interface for this course will be available via the portal during the course and 6 months after. This is a type of knowledge bank for trainees to use and rely on.

Participants must meet below criteria to be eligible for a Career Advisor Training Course Certificate of Completion:

- (i) Satisfactory attendance – participants must attend all sessions of the course. Participants who miss more than 2 hours of the course sessions will not be eligible for the course certificates.
- (ii) Successful completion of the course assessments in the Learning Management System (LMS) on a daily basis and prior to the conclusion of the CATC training.
- (iii) All participants will be responsible for ensuring their behavior adheres to the respective code of ethics or ethical standards and conduct activities in a responsible manner.



Instructors



Bilal Solwa

Bilal is a Talent Acquisition Executive and Educator with over 12 years of international experience with industry leading brands across Asia Pacific and Qatar. He demonstrates versatility having worked in key roles across the not-for-profit, government and private sectors.

His exposure in HR has seen him career coach for culturally and linguistically diverse (CALD) populations including refugees in Australia, train welfare-to-work job seekers, excel in a fast-paced global executive recruitment agency, and previously managed the Qatarization and National Talent Acquisition function at Sidra Medicine - a cutting edge tertiary hospital in the Middle East. He currently leads the Talent Acquisition function and is highly embedded in HR Transformation at the Qatar Central Bank.

Fittingly, he is responsible for lecturing undergraduate modules at Northumbria University such as Academic and Career Development, Building Professional Practice, and Building Business Practice.

Bilal Solwa will be the instructor for the English batch of the Career Advisor Training Course.



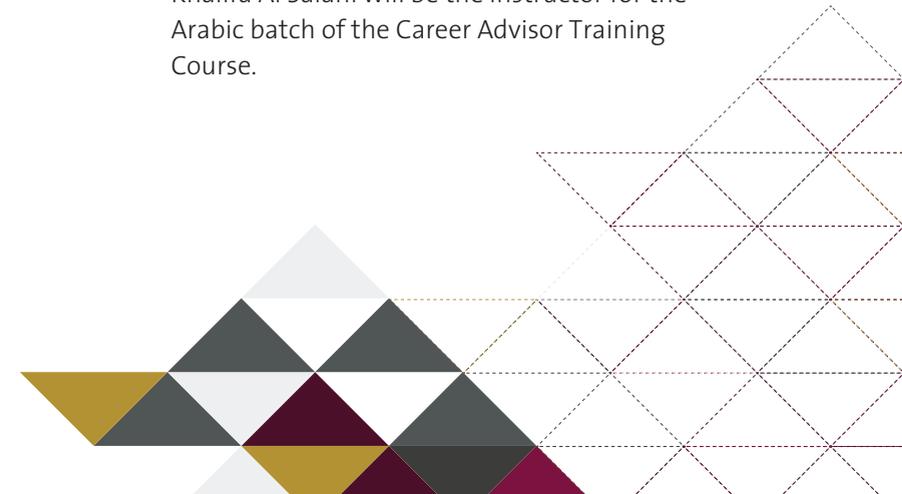
Khalifa Al Salahi

A career counsellor and accredited member of the American Counselling Association, he holds a master's degree in career counselling from Pennsylvania State University where he previously served as a student advisor offering over 600 hours of coaching.

He has more than nine years of experience in higher education, and professional and educational counselling.

A university lecturer and career coach for university students, academic advisors and school counsellors. He is currently a PhD student in higher education at the University of Lancaster, UK.

Khalifa Al Salahi will be the instructor for the Arabic batch of the Career Advisor Training Course.



Health & Safety Measures

A. Entry to event venue (Multaq)

- Must show EHTERAZ – must be green in live time.
- Must wear face mask.
- Temperature checks must be done. Thermal screening of employees and visitors (entry prohibited for those with body temperature of 38 degrees C or higher). Contractors and security guards should add their temperature into the log book.
- Staff/visitors/contractors should be encouraged to use hand sanitizer.
- Social distancing markers will be placed

throughout venue to maintain social distancing of no less than 2m.

- Entry/Exit points will be limited to two.
- Handwashing facilities with soap and water will be in place and maintained, with sensor operated soap, towel and waste bin machines (no touch machines and no air dryers).
- Hand sanitizers (70% alcohol based and above) installed throughout facilities with hand hygiene posters are installed, including in toilets, to encourage regular hand sanitization and washing for at least 20 seconds. Each sanitizer will have a posted sign.

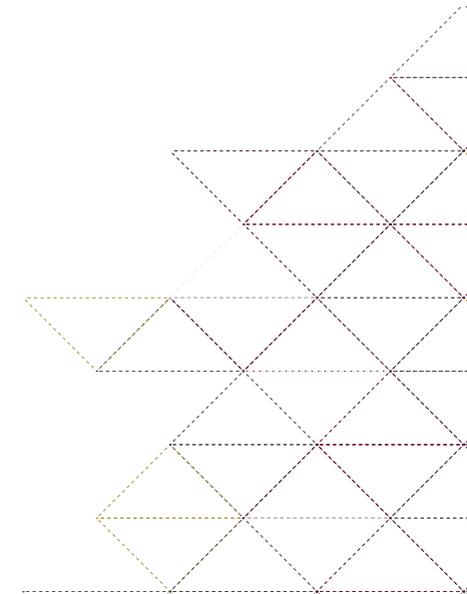
B. Physical Distancing

Social distancing (minimum of 2m) during training, queuing for lifts, and eating must be practiced. Moreover, capacity limits are enforced. Examples include:

- Seating and desk arrangements will be no less than 2m apart.
- Persons eating must sit on individual tables when it is not possible to maintain 2m apart.
- Meeting rooms must be capable of accommodating the numbers of personnel attending and meet the

minimum social distancing requirements. Maximum of 10 training participants is allowed.

- When attending QF buildings, Qatar Foundation staff will make themselves aware of and observe the social distancing and other safety requirements.
- Compliance officers will monitor to ensure everyone is complying with social distancing and other safety requirements.



Registration and Fees

To register for the Career Advisor Training Course, visit this link:

<https://cvent.me/n8Zlbg>

Registration fees for the CATC are QR5,000 and shall be paid online through the above link.

To ensure your participation in the course, please register as soon as possible. Seats are limited and can only be secured by paying the registration fee.

To learn more about the CATC, please e-mail us at: qcdc@qf.org.qa

follow us on
Social Media



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