

## **New Career Navigator Orientation Checklist**

Directions: Use this checklist to track your progress through the online modules of the New Career Navigator Orientation (NCNO). Check off each activity as you complete it. Remember, you are required to complete all of the online lessons. You must complete all activities, respond to all forums and journals and successfully complete all learning checks to receive a certificate of completion at the end of the NCNO course.

### **Welcome to New Career Navigator Orientation**

- Read: Completing the Online Course
- Read: Navigating the Course
- Look over the Objectives
- Start your Personal Journal

### **Lesson 1: Overview of WIOA and ICAPS/IET in Illinois**

- Read Introduction
- Resource: ICAPS Website
- Video: Overview of WIOA and ICAPS/IET in Illinois
- Learning Check

### **Lesson 2: The Role of the Career Navigator**

- Read Introduction
- Resource: ICAPS Website
- Resource: Illinois Essential Employability Skills and Self-Assessment
- Resource: OCTAE Employability Skills
- Resource: OCTAE Employability Skills Framework handout
- Video: The Role of the Career Navigator
- Learning Check

### **Lesson 3: Career Advising/Counseling**

- Read Introduction
- Resource: Illinois WorkNet Website
- Resource: ICAPS Website
- Activity: Set up account at Illinois WorkNet
- Activity: Review the *Skills and Interests* tab
- Activity: Search *Labor Market Information*
- Learning Check

### **Lesson 4: Goal Setting**

- Read Introduction
- Activity: How to Make S.M.A.R.T. Goals
- Activity: Setting Goals 101
- Activity: About Setting Goals – Integrating Career Awareness Curriculum
- Activity: Setting SMART Goals – Integrating Career Awareness Curriculum

- Activity: SMART Goal Worksheet – Integrating Career Awareness Curriculum
- Learning Check

### **Lesson 5: Student Barrier Identification**

- Read Introduction
- Resource: Self-Advocacy: Know Yourself, Know What You Need, Know How to Get it
- Resource: Four Major Conditions that Limit Access to Adult Education
- Resource: Potential Special Learning Needs (SLN) Barriers
- Resource: Don't Take NO for an Answer
- Resource: Discrimination and Equal Rights Protection
- Resource: Workers' Rights Vocabulary
- Video: Student Barrier Identification
- Learning Check

### **Unit 6: Partnerships**

- Read Introduction
- Resource: Illinois WorkNet Website
- Jobs for the Future Website
- Elgin Community College – Accelerating Opportunity Program Student Agreement
- Video: Creating and Sustaining Partnerships for the Career Navigator
- Learning Check

### **Unit 7: Employability Skills**

- Read Introduction
- Resource: OCTAE Employability Skills Framework
- Resource: Illinois Essential Employability Skills Framework and Self-Assessment Tool
- Resource: Illinois WorkNet Job Skills Guides
- Video: Employability Skills
- Learning Check

### **Unit 8: Career Navigator Menu of Resources**

- Read Introduction
- Resource: ICAPS Website
- Resource: ICAPS Career Navigator Menu of Resources
- Activity: Visit the ICAPS website and link to the Career Navigator Menu of Resources
- Activity: Explore the eight categories of the *“Collection of Best Practices from Experienced Illinois Programs”* becoming familiar with the resources
- Learning Check

### **Certificate for New Career Navigator Orientation**