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| MyCareer@VA

Career Development Facilitator
Unit 2, Lesson 2: Career Development Practice
For VA Employees

Course Transcript



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Career Development Facilitator (CDF), Unit 2, Lesson 2: Career Development Practice

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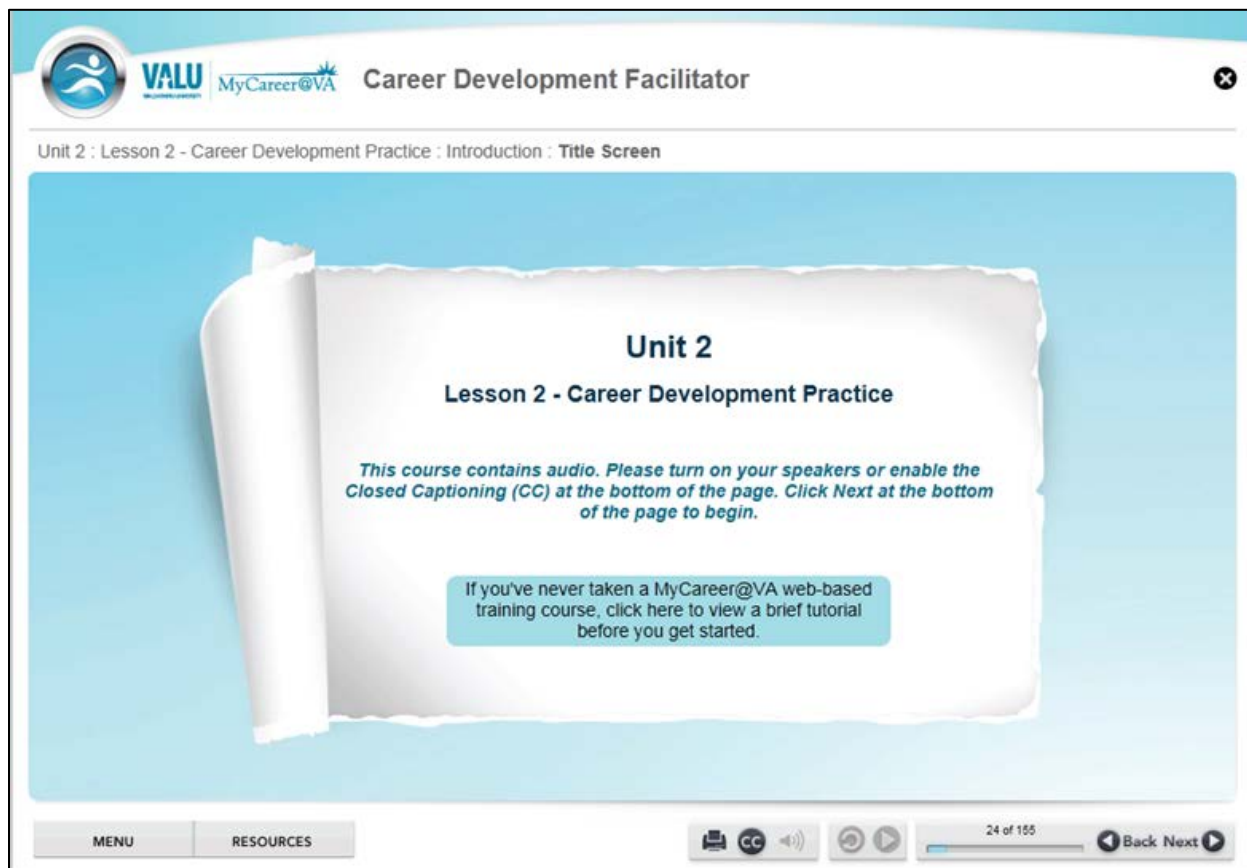
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Screen 1 — Title Screen



Screen Description	Narration
<p>Centered in the screen is the following text:</p> <p>“Unit 2 Lesson 2 – Career Development Practice”</p> <p>This course contains audio. Please turn on your speakers or enable the Closed Captioning (CC) at the bottom of the page. Click Next at the bottom of the page to begin.</p> <p>If you’ve never taken a My Career@VA web-based training course, click here to view a brief tutorial before you get started.”</p>	<p>No Narration</p>

Screen 2 — Welcome



Screen Description	Narration
The screen displays a collage of various VA employees performing their jobs with the VA logo in the center.	<p>Welcome to the lesson on Career Development Practice for Career Development Facilitators, or CDFs.</p> <p>In this lesson, you will put career development theories into practice using the MyCareer@VA career planning process.</p> <p>Please select the “Next” button to continue.</p>



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Screen 3 — Lesson Overview & Learning Objectives

Screen Description	Narration
<p>On the left side, the screen displays the Lesson Overview.</p> <p>Lesson Overview:</p> <p>“In this lesson, you will learn how to put career development theory into practice. Specifically, you will learn about MyCareer@VA’s four-phase career planning process and what activities should occur in each phase to help employees grow and advance their careers.”</p> <p>On the right side, the screen displays the Learning Objectives:</p>	<p>Before we get started, please take a moment to read the Lesson Overview and Learning Objectives.</p> <p>If you have questions about the content in this lesson, please consult the accompanying resources that are available under the “Resources” button or on the final screen of the lesson.</p> <p>When you are finished reading, please select the “Next” button to continue.</p>

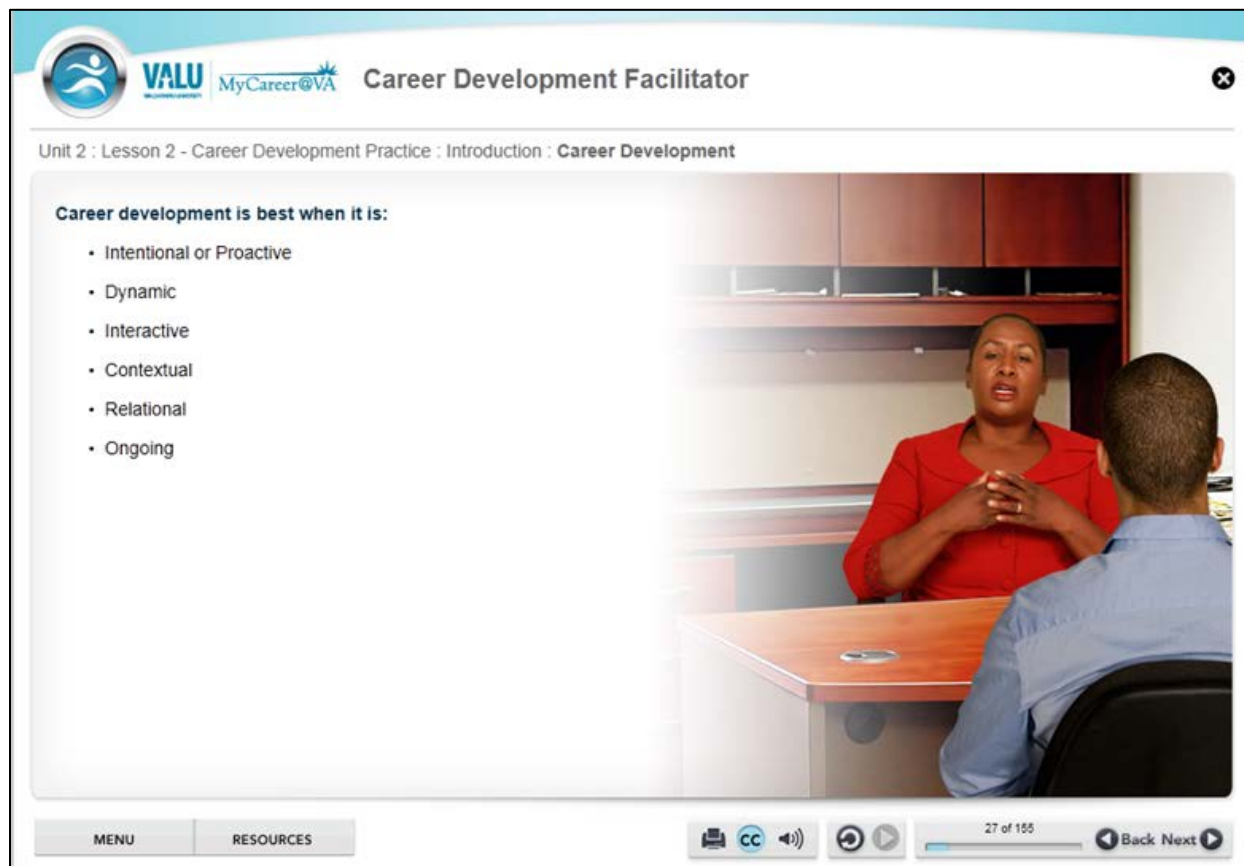


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Screen Description	Narration
<p>"After completing this lesson, you should be able to:</p> <p>Define the four phases of the MyCareer@VA career planning process."</p>	

Screen 4 — Career Development



Screen Description	Narration
<p>On the right, the screen displays the course mentor speaking to an employee. On the left, the screen displays the following text:</p> <p>“Career development is best when it is:</p> <ul style="list-style-type: none"> • Intentional or Proactive • Dynamic • Interactive • Contextual • Relational • Ongoing” 	<p>Career development is a multi-faceted, continuous process where both employees and employers work together to achieve mutually beneficial objectives. For the employee, that includes advancement and opportunities; for the employer, it’s higher productivity and mission-achievement.</p> <p>Career development for employees works best when:</p> <p>It is intentional or proactive, dynamic, interactive, contextual, and relational allowing individuals the flexibility to adapt their approach based on their needs and goals.</p> <p>It is a life-long process and an ongoing conversation, not a one-time event.</p>



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Screen Description	Narration
	<p>To support career development, VA created the MyCareer@VA program to connect employees and managers to career development tools and resources.</p> <p>Let's explore this resource in greater detail. Select the "Next" button to continue.</p>



Screen 5 — Process Overview



Screen Description	Narration
<p>On the left, the screen displays a graphic depicting the cycle of the Career Planning Process:</p> <ul style="list-style-type: none">• “Assess• Explore• Plan• Take Action” <p>When the User clicks each phase of the cycle, the corresponding text is displayed:</p>	<p>MyCareer@VA has identified a process to help employees easily understand the four-phases of career development.</p> <p>The actions associated with each phase serve as a guide to help you lead your employee through each career development phase</p> <p>Select each phase to learn more. When you are finished reading, select the “Next” button to continue.</p>



Screen Description	Narration
<ul style="list-style-type: none">• Access: “During the Assess phase, it is most important for employees to learn more about themselves, their interests, values, strengths, limitations, and (most importantly) their personal career goals.”• Explore: “During the Explore phase, employees are figuring out their options for achieving their personal career goals. It is during this phase that they are researching new opportunities at VA and identifying the challenges that may prevent them from getting where they want to go.”• Plan: “During the Plan phase, employees have an understanding of themselves and the landscape in front of them. They have narrowed down their options and are identifying concrete, actionable steps to achieve their goals. Once complete, their plan will help them close the gaps between where they currently are and where they want to go.”	



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Screen Description	Narration
<ul style="list-style-type: none">Take Action: “In the Take Action phase, employees are now implementing their development plan. They are either applying for a new job within VA or taking advantage of VA’s many available learning resources to grow your skills.”	



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Screen 6 — Scenario

Unit 2 : Lesson 2 - Career Development Practice : The Career Planning Process : Scenario

Enter the Workforce

ASSESS

EXPLORE

PLAN

TAKE ACTION

Leave the Workforce

Text Description of Image or Animation

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Screen Description	Narration
<p>On the right, the screen displays a graphic that depicts a person's workforce progression like a path on a map.</p> <p>The path progresses forward in this order:</p> <ul style="list-style-type: none">• Enter the workforce• Assess• Explore• Plan• Take Action• Leave the workforce	<p>Let's explore the four phases of career development using a case study.</p>



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Screen Description	Narration
On the left side, the screen displays a man named Alex.	Meet Alex. Alex works as a medical administration specialist at an Ohio medical center. He began working at VA two years ago. As a Veteran himself, Alex is very passionate about VA's mission.



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Screen 7 — Scenario (Continued)



Screen Description	Narration
<p>The screen displays the workforce map that was displayed in the previous screen. A picture of Alex is located at the starting point, the four phases are along the path, and “Alex’s Career Goals” is at the ending point.</p> <p>The “Access” arrow is highlighted.</p>	<p>Alex wants to change careers, but he isn’t exactly sure what he wants to do.</p> <p>We would consider Alex to be in Phase 1: Assess.</p> <p>In this phase, you should help Alex understand his interests and possibilities.</p> <p>You should ask open-ended questions such as: Why do you think you need a career change? What type of work do you enjoy? What do you do well?</p> <p>The answers to these questions will help both you and him more clearly define his career goals.</p>



Screen Description	Narration
The “Explore” arrow is highlighted.	<p>In conversation with Alex, he reveals that he accepted the medical administration position just to get into the Agency.</p> <p>He wants to try something that better matches his work interests.</p> <p>Alex is now in Phase 2: Explore. He wants to continue working for VA, just in a different career field.</p> <p>Luckily for Alex, there are a lot of other career options that could be a better fit.</p> <p>Alex can continue to work for the mission he is passionate about while finding fulfillment in his job.</p> <p>In this phase, you should be helping Alex explore available jobs at VA using tools like the MyCareer Fit Tool.</p>
The “Plan” arrow is highlighted.	<p>Alex used the My Career Mapping Tool to explore jobs and found an interest in Finance.</p> <p>He mapped a career path from his current job to an accounting position and was able to identify new skills he needed.</p> <p>Alex is now in Phase 3: Plan.</p> <p>In this phase you help Alex develop his plan. He should create SMART goals or an Individual Development Plan (IDP).</p>
The “Take Action” arrow is highlighted.	<p>Now that all the pieces are in place, the only thing left for Alex to do is to implement his plan in the next phase: Take Action.</p> <p>In this phase you help Alex commit to his development.</p> <p>Have regular check-ins with him to ensure he’s progressing toward his career goals.</p>



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Screen Description	Narration
The “Take Action” arrow is highlighted. (continued)	<p>For example, Alex should begin taking courses towards an accounting certificate and add his new certification to his resume.</p> <p>A good CDF understands each phase, helps employees identify the stage they are in, and helps them navigate next steps to meet their career goals.</p> <p>Please select the “Next” button to continue.</p>

Screen 8 — Knowledge Check 1 of 4



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Unit 2 : Lesson 2 - Career Development Practice : The Career Planning Process : Knowledge Check 1 of 4

Select the phase during which the following task should occur, and then select the "Submit" button.

Identify the knowledge and experience an employee needs to accomplish his/her career goals.

- ☐ Assess
- ☐ Explore
- ☐ Plan
- ☐ Take Action



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Screen Description	Narration
<p>On the right side, the screen displays the Career Development cycle. On the left side, the screen displays instructions, a question, and multiple answers.</p> <p>Instructions: "Select the phase during which the following task should occur, and then select the 'Submit' button."</p> <p>Question: "Identify the knowledge and experience an employee needs to accomplish his/her career goals."</p>	<p>Let's review what we have discussed so far.</p> <p>Please read the question, select the best answer, and then select the "Submit" button.</p> <p>When you are finished, select the "Next" button to continue.</p>



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Screen Description	Narration
<p>Answers:</p> <ul style="list-style-type: none">• “Assess• Explore• Plan• Take Action” <p>Correct answer: “Plan”</p> <p>If User selects incorrect answer, the screen displays: “I’m sorry, that is not correct. “Plan” is the correct phase.”</p>	



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Screen 9 — Knowledge Check 2 of 4

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Unit 2 : Lesson 2 - Career Development Practice : The Career Planning Process : Knowledge Check 2 of 4

Select the phase during which the following task should occur, and then select the "Submit" button.

Research specific jobs and career fields an employee is interested in.

☐ Assess

☐ Explore

☐ Plan

☐ Take Action



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Screen Description	Narration
<p>On the right side, the screen displays the Career Development cycle. On the left side, the screen displays instructions, a question, and multiple answers.</p> <p>Instructions: "Select the phase during which the following task should occur, and then select the 'Submit' button."</p> <p>Question: "Research specific jobs and career fields an employee is interested in."</p>	<p>Select the option that best answers the question, and then select "Submit."</p> <p>When you are finished, select the "Next" button to continue.</p>



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Screen Description	Narration
<p>Answers:</p> <ul style="list-style-type: none">• “Assess• Explore• Plan• Take Action” <p>Correct answer: “Explore”</p> <p>If User selects incorrect answer, the screen displays: “I’m sorry, that is not correct. “Explore” is the correct phase.”</p>	



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Screen 10 — Knowledge Check 3 of 4



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Unit 2 : Lesson 2 - Career Development Practice : The Career Planning Process : Knowledge Check 3 of 4

Select the phase during which the following task should occur, and then select the "Submit" button.

Apply for jobs and prepare for interviews.

☐ Assess

☐ Explore

☐ Plan

☐ Take Action



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Screen Description	Narration
<p>On the right, the screen displays the Career Development cycle. On the left, the screen displays instructions, a question, and multiple answers.</p> <p>Instructions: "Select the phase during which the following task should occur, and then select the 'Submit' button."</p> <p>Question: "Apply for jobs and prepare for interviews."</p>	<p>Select the option that best answers the question, and then select "Submit."</p> <p>When you are finished, select the "Next" button to continue.</p>




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Screen Description	Narration
<p>Answers:</p> <ul style="list-style-type: none">• “Assess• Explore• Plan• Take Action” <p>Correct answer: “Take Action”</p> <p>If User selects incorrect answer, the screen displays: “I’m sorry, that is not correct. “Take Action” is the correct phase.”</p>	

Screen 11 — Knowledge Check 4 of 4



Career Development Facilitator

Unit 2 : Lesson 2 - Career Development Practice : The Career Planning Process : Knowledge Check 4 of 4

Select the phase during which the following task should occur, and then select the "Submit" button.

Identify areas of professional strength.

- ☐ Assess
- ☐ Explore
- ☐ Plan
- ☐ Take Action



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Screen Description	Narration
<p>On the right side, the screen displays the Career Development cycle. On the left side, the screen displays instructions, a question, and multiple answers.</p> <p>Instructions: "Select the phase during which the following task should occur, and then select the 'Submit' button."</p> <p>Question: "Identify areas of professional strength."</p>	<p>Select the option that best answers the question, and then select "Submit."</p> <p>When you are finished, select the "Next" button to continue.</p>



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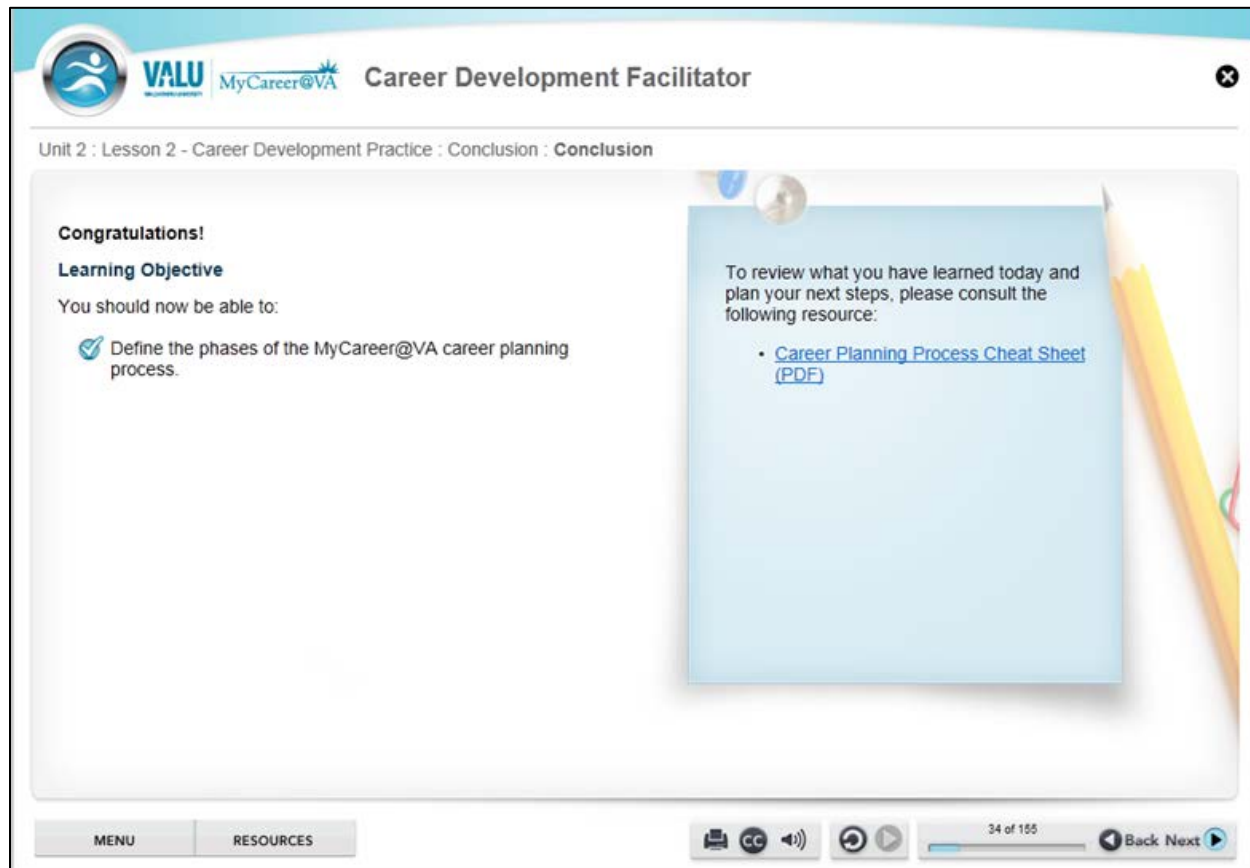
Screen Description	Narration
<p>Answers:</p> <ul style="list-style-type: none">• “Assess• Explore• Plan• Take Action” <p>Correct answer: “Assess”</p> <p>If User selects incorrect answer, the screen displays: “I’m sorry, that is not correct. “Assess” is the correct phase.”</p>	



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Screen 12 — Conclusion



Screen Description	Narration
<p>On the left side, the screen displays “Congratulations!” and the Learning Objective:</p> <ul style="list-style-type: none">“Define the four phases of the MyCareer@VA career planning process.” <p>On the right side, the screen displays Resources:</p> <p>“To review what you have learned today and plan your next steps, please consult the following resource:</p>	<p>Congratulations! You have successfully completed the lesson on Career Development Practice.</p> <p>Please review the Learning Objective and access any resources to reinforce the information covered in this lesson.</p> <p>Select the next button to return to the course homepage</p>



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Screen Description	Narration
<ul style="list-style-type: none">• Career Planning Process Cheat Sheet (PDF)”	