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| **Series 1 — Take These First** | **Hrs.** |  | **Assessment and Planning** | **Hrs.** |
|[ ]  Vocational Services: Then and Now | 3 |  |[ ]  Career Assessment: Informed Choice | 3 |
|[ ]  Roles and Responsibility of a Vocational Support Professional | 3 |  |[ ]  Career Assessment: Skills to Complete Discovery Activities | 3 |
|[ ]  Career Assessment: Foundations of Discovery | 3 |  |[ ]  Vocational Assessment | 3 |
|[ ]  Foundations for Vocational Success | 3 |  |[ ]  A Case Study in Discovery | 3 |
|  |  |  |  |[ ]  The Vocational Development Plan | 3 |
| **Skills for Managers** | **Hrs.** |  |[ ]  Effective Job Coaching | 6 |
|[ ]  Management Skills for SEMP Leaders | 6 |  |  |  |  |
|[ ]  Supervision Skills for SEMP Leaders | 3 |  | **Business Relationships** | **Hrs.** |
|[ ]  Hiring and Onboarding Skills for SEMP Leaders | 3 |  |[ ]  Basics of Business Engagement | 6 |
|  |  |  |  |[ ]  Job Development | 6 |
| **Programs / Services** | **Hrs.** |  |[ ]  Demonstrating the Benefits of SEMP to Businesses | 3 |
|[ ]  Community Based Prevocational Services | 6 |  |  |  |  |
|[ ]  ETP 101 | 6 |  | **Additional Courses** | **Hrs.** |
|  |  |  |  |[ ]  Technology for Virtual Vocational Services | 3 |
|  |   |  |  |[ ]  Public Benefits and Financial Literacy: What do you need to know? | 3 |

