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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 |

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