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| **Series 1 — Take These First** | | Hrs. | Date |  | **Assessment and Planning** | | Hrs. | Date |
|  | Vocational Services: Then and Now |  |  |  |  | Career Assessment: Informed Choice |  |  |
|  | Roles and Responsibility of a Vocational Support Professional |  |  |  |  | Career Assessment: Skills to Complete Discovery Activities |  |  |
|  | Career Assessment: Foundations of Discovery |  |  |  |  | Vocational Assessment |  |  |
|  | Foundations for Vocational Success |  |  |  |  | A Case Study in Discovery |  |  |
|  |  |  |  |  |  | The Vocational Development Plan |  |  |
|  |  |  |  |  |  |  |  |  |
| **Worksite Supports** | | Hrs. | Date |  | **Business Relationships** | | Hrs. | Date |
|  | Strategies and Techniques for Vocational Success |  |  |  |  | Basics of Business Engagement |  |  |
|  | Coaching for Retention and Advancement |  |  |  |  | Job Development |  |  |
|  | Coaching and Workplace Challenges |  |  |  |  | Demonstrating the Benefits of SEMP to Businesses |  |  |
|  |  |  |  |  |  |  |  |  |
| **Program / Services** | | Hrs. | Date |  | **SEMP Management Series**  [Managers Only] | | Hrs. | Date |
|  | Community Based Prevocational Services |  |  |  |  | Management Skills for SEMP Leaders |  |  |
|  | ETP 101 |  |  |  |  | Hiring and Onboarding Skills for SEMP Leaders |  |  |
|  |  |  |  |  |  | Supervision Skills for SEMP Leaders |  |  |