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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 |  |  |