Kuder® Journey™ 101
Adult Users
Introductory Training
3-Hour Session

Prerequisites:

This is the first training session in a two part series. There are no prerequisites for Kuder® Journey™ introductory training.

Training Objectives:

Training attendees will gain a basic understanding of Kuder® Journey™ and how to implement its' core resources with adult users.

Training attendees will be able to:

- Complete the registration process.
    - Understand the purpose of indicating User Type.
    - Understand the purpose of indicating Needs and Barriers.
- Assist adult users in the use of My Personal to Do List.
- Guide adult users through the assessment process.
- Understand theory, usage, and interpretation of the assessment results.
- Monitor adult users' progress in the college and career planning process.
- Have knowledge of the job search tools and resources available in Kuder® Journey™
- Access and utilize support resources.

Training Description:

Training includes:

- Introduction to Kuder, Inc. and the Kuder® Career Planning System™. (5 min)
    - Financial supporter of system
    - Goals and expected outcomes of system
    - Target audience
    - Product and portal specific information
    - History of Kuder, Inc.
    - Goals & Mission
    - Research
    - Other products offered
- Creating a sample Journey account. (10 min)

- Accessing the Activation Code and login instructions in the Kuder® Administrative Database Management System™. (5 min)
- Avoid duplicate registrations by accessing and reviewing the User Name Report. (5 min)
- Utilizing the Personal to Do List to facilitate the ongoing and effective education and career planning process for adult users. (10 min)
- Completing the Kuder assessments. (20 min)
- Accessing and interpreting assessment results. (30 min)
- Utilizing assessment results to explore occupations and plan for an education. (30 min)
  - Suggested by Assessment Results
  - Related to a Holland code
  - Use skills from Previous Jobs
  - Related to Military Occupation Specialty
- Reviewing Plan for Education resources available in the Kuder® Journey™ account. (15 min)
  - School Search
  - Financial Aid Search
- Accessing resources of Kuder® University™ available in the Administrative Database Management System™. (10 min)
- Access user specific information with Activity Progress Reports and Find a User features. (10 min)
- Brief review of Job Search Tools, Jobs, and Portfolio features available in Kuder® Journey™. (20 min)
- Provide customer support contact information. (5 min)
- Demonstrate links to training and social media resources on Kuder.com. (5 min)