



Kuder® Journey™ 201

Postsecondary Users

Advanced Training

2-Hour Session

Prerequisites:

Advanced training requires:

- Participation in Kuder® Journey™ Introductory Training
- An account for Kuder® Journey™. (Created during Introductory Training Kuder® Journey™ 101)
- An account in the Kuder® Administrative Database Management System™.

Training Objectives:

Training attendees will gain a more advanced understanding of Kuder® Journey™ and how to implement the resources and features beyond the assessments.

Training attendees will be able to:

- Facilitate the postsecondary students' use of the Job Search Tools and Jobs features of Kuder® Journey™.
- Access and interpret reporting features of the Kuder® Administrative Database Management System™.
- Post messages and links to the postsecondary students' accounts for Kuder® Journey™.
- Transition users between organizations.

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
- Reviewing Job Search Tools resources available in the individual account. (30 min)
 - Create a Resume
 - Write a Cover Letter

- Manage My Documents
- Collect references
- Manage My e-Portfolio
- Complete a Sample Job Application
- Interview Objectives
- Learn How to Use Social Networking
- Develop a Job Network
- Reviewing Jobs resources available in the individual account. (30 min)
 - Learn How to Find Job Openings
 - Search Favorite Jobs
 - Search National Jobs
 - Research Employers
- Accessing reporting features of the Kuder® Administrative Database Management System™. (30 min)
 - Assessment Reports – Core and Advanced Options
 - Usage Reports – System & Exploration
 - Activity Progress Reports
 - CTE Reports
 - User Reports
 - Needs & Barriers
 - Work Experience
 - Transferable Skills
 - User Type
- Discuss how to utilize data to develop curriculum, programs and determine students' needs. (10 min)
- Accessing Tools & Resources of the Kuder® Administrative Database Management System™. (10 min)
 - Post a Message
 - Post Links
 - CTE Coding Manager
- Transitioning Users between organizations (5 min)