

**Florida Literacy Coalition**  
**Florida's Adult and Family Literacy Resource Center**

**Career Pathways**  
**Education and Career Advocate Volunteer Training Course Outline**

**Module One**  
**Introduction**

- 1) Characteristics of adult learner
- 2) Understanding the culture of poverty
- 3) Promoting self advocacy skills and goal setting
- 4) Identifying and addressing potential opportunities and barriers
- 5) Building a successful coaching relationship
- 6) Introduction to available tools and resources.

**Module Two**  
**Career Exploration**

- 1) Introduction to Career Pathways
- 2) Florida Choices
  - Creating a portfolio
  - Assessments
  - Tools and strategies
  - Career clusters and pathways
  - Exploring and understanding labor market data
  - Credentials, certificates and degrees
  - Exploring postsecondary school options
- 3) Developing a career plan
- 4) Introduction to financial aid
- 5) Additional tools and resources

**Module Three**  
**Searching for Employment and Job Readiness**

- 1) Using technology to identify and secure employment (Digital Literacy)
  - Job search on the Internet
  - Applying for jobs on-line and filling out electronic applications
  - Creating a resume and cover letters
- 2) Preparing for a successful interview
- 3) Maintaining Employment
- 4) Available resources and support services

These modules are designed to provide a portion of the training and preparation recommended for volunteers. Local programs are encouraged to provide a local orientation, a detailed position description and appropriate support and supervision. FLC promotes a flexible approach in which programs customize volunteer opportunities to meet the needs of their programs and adult learners.

If you have any questions, please contact us at [resource@floridaliteracy.org](mailto:resource@floridaliteracy.org).