



*Informing, Inspiring, Connecting and Leading*

## **Refresh, Renew, Revitalize your staff through Professional Development**

### **Common Assessment Counselling Process**

Common Assessment Counseling Process (CAP), initially designed by HRDC, is a basic employment counselling tool most often used in conducting an initial client assessment. This 8 step initial assessment is designed to collaboratively work with a client to determine employability needs. It is normally done in the initial phase of the counselling/coaching process using the Employability Model as well as various relationship and communication skills. It results in a plan of action for the client with clear steps to help lead them to employment. The process usually takes 20 to 40 minutes to complete. Used across a range of employment and literacy/basic skills programs, it provides a consistent base of information that can be used for case management, service determination and referrals.

CAP Training is especially beneficial for employment personnel who conduct intake, assessments, and service coordination with a broad range of clients and programs

Participants will develop/hone solid counseling skills while gaining a fuller appreciation of the value of standardized assessment process through training that includes demonstration, practice and peer/ instructor feedback. A comprehensive review of the job loss cycle, employability dimensions and relationship/communications factors within the assessment process will strengthen clients' planning for their future. Counsellors/practitioners will gain a full understanding of the CAP model, steps to implementation and skills necessary to productive assessments. Course completion will enable participants to utilize CAP in their daily work with clients in a variety of agency and employment program settings

The Common Assessment Counselling Process will:

- Enable counsellors/practitioners to effectively assess clients ending in a mutual understanding of client assets, challenges and options for improvement
- Set a standard across an agency supporting productive case conferencing and management
- Increase professional standards and uniform practices
- Form a basis for trusting relationships
- Create a complete assessment record for reference throughout the service interventions stream, reducing duplication of time/effort as a client moves through interventions
- Support informed referrals enabling smoother, seamless service coordination
- Form a solid, verifiable basis for client goal setting, action planning and progress measurement

*"I'm looking forward to the top notch hands-on training delivered by a college professor that was part of the original HRSDC program nationally"* registered participant

**\$475.** Non-member

**\$400.** Member

Note: prices may vary outside of the GTA

Includes: 2.5 days of training, skills evaluation and feedback, morning and afternoon refreshments

*Additional details and other training offerings  
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to inquire about other ONESTEP Professional Development offerings  
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