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)
  o Financial supporter of system
  o Goals and expected outcomes of system
  o Target audience
  o Product and portal specific information
  o History of Kuder, Inc.
  o Goals & Mission
  o Research
  o Other products offered
• Reviewing Job Search Tools resources available in the individual account. (30 min)
  o Create a Resume
  o 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)