



# NAVIGATING PATHWAYS

ONLINE SERIES



This pair of courses is designed for college and career navigators, coaches, advisors, and case managers who provide direct support and coordinate a comprehensive network of services to assist adult students in attaining their educational and career goals.

## Finding True North - Role of the Navigator

This self-paced course identifies the types of supports that adult learners need to be truly prepared for college and careers and introduces the core functions and responsibilities of a navigator. We introduce the core functions and responsibilities of the role as well as the knowledge, skills, and personal attributes of effective navigators. This course takes approximately three hours to complete and is a prerequisite for the facilitated Navigating Pathways to Opportunity course. **Enrollment is free and can be accessed at <https://elearning-worlded.coursetorm.com/course/finding-true-north-role-of-the-navigator>.**

## Navigating Pathways to Opportunity

This facilitated course examines the Navigator role in greater depth. It presents a variety of tools and strategies that navigators can use to identify and build on students' personal strengths, career interests, and educational goals. Throughout the course, participants select activities, tools, and resources to include in the development of a Navigator Program Plan to guide their work. **This is a tuition-based course that is available to cohorts of 12 or more participants recruited by a state or institution.**



This facilitated online course runs for five weeks. The assignments will require approximately three to four hours per week. The online format allows participants to work on weekly course assignments at their convenience, but they must complete these assignments on schedule to successfully complete the course.



Participants complete online modules, participate regularly in discussion boards, and complete required activities weekly. Course facilitators provide weekly summaries of course content, facilitate discussion board activity, recommend resources and strategies, and provide feedback on assignments.



To earn a certificate of completion, participants must score 80% or above on the assignments, which include completing a Navigator Program Plan.

Contact [NCTN@worlded.org](mailto:NCTN@worlded.org) for more information.



## Learning Objectives

By the end of this course, participants will be able to:

- Plan outreach to community organizations to build a student support network.
- Implement a student intake interview protocol.
- Describe the educational requirements, wage and labor information, and occupational profile for a career pathway.
- Evaluate and select a variety of career planning resources.
- Plan a set of Navigator activities and identify resources, collaborating partners, and learning goals associated with each activity.
- Identify strategies for maximizing Navigator efficiency and impact.

### Module 1: Building a Student Support Networks

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A comprehensive network of support, sometimes referred to as “wrap-around” supports, can play an important role in students’ personal, academic, career, and college readiness skill development and self-advocacy. In this module, participants reflect on the challenges that students frequently encounter and brainstorm the types of services and resources available locally that can help them address those challenges.

Module 2: Clearing the Pathway, Navigator Communication Tools

Effective interpersonal communication is an essential skill that Navigators rely on in every aspect of the role. This module introduces three approaches to communication - cultural competence, active listening, and Motivational Interviewing. These are approaches that navigators can use to establish a foundation of mutual respect and accountability with students, clarify goals and expectations, and foster student resilience and motivation.

### Module 3: Laying a Foundation for Success

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A comprehensive and holistic intake process is more than just a process for assessing student readiness for your program. It is also an opportunity to establish a relationship with prospective students, to learn about their unique strengths, goals, and challenges, and to help them prepare for success. This module introduces strategies and tools for recruitment, intake, and assessment to identify students’ interests, goals, and personal readiness for enrollment. At the end of this module, participants begin developing their Navigator Program Plan, which they continue to build on for the remainder of the course.

### Module 4: Career Pathway Planning

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Given the opportunity to explore their career options in greater depth, students will be better equipped to make well-informed education and career choices. This module presents the career pathway planning process and explore tools and resources that navigators can use to help students develop an education and career plan that aligns with their interests, skills, chosen pathway and goals.

### Module 5: Designing Your Navigator Program for Maximum Impact

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The final modules introduce participants to additional considerations and strategies for working efficiently and effectively they finish developing their Navigator Program Plan. Strategies include facilitating group activities, collaborating with instructors, and using data proactively to target Navigator activities.

