

Postgraduate Certificate

Development of Professional
Skills in Career Guidance



Postgraduate Certificate

Development of Professional Skills in Career Guidance

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Credits: 6 ECTS
- » Schedule: at your own pace
- » Exams: online

Website: www.techtute.com/us/psychology/postgraduate-certificate/development-professional-skills-career-guidance

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01

Introduction

Psychologists must undertake continuous and comprehensive professional development in career guidance in order to support one of the most important processes for students' futures. This update enables the development of the professional and vocational skills necessary to act effectively, supporting decision making and encouraging personal progress. This program is the most complete academic solution in this field, and complies with TECH's exacting quality standards.



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Exponentially increase your ability to provide guidance, and acquire the intellectual and practical tools necessary to act as a support and guide for students as they decide on their professional calling”

This program is an opportunity for psychology professionals to update their knowledge, so that can build on their expertise and implement resources for skills development.

The resources found in this Postgraduate Certificate will allow professionals to obtain better short, medium and long term results when supporting students with their career choices and preparing them for the world of work.

All the proposed activities contribute to effective professional development, so that professionals receive the update they need to support skills development and decision-making related to professions and vocations.

This Postgraduate Certificate helps professionals in this field to enhance their level of competence, which results in better practice and results that will have a direct effect on the educational process.

A high-level step that will become a process of improvement, not only on a professional level, but also on a personal level.

This **Postgraduate Certificate in Development of Professional Skills in Career Guidance** contains the most complete and up-to-date program on the market. The most important features include:

- ♦ The examination of 100 practical cases presented by experts in Development of Professional Skills in Career Guidance
- ♦ The graphic, schematic, and practical contents with which they are created provide scientific and practical information on the disciplines that are essential for professional practice
- ♦ The latest developments in Development of Professional Skills in Career Guidance
- ♦ Practical exercises where self-assessment can be used to improve learning
- ♦ A special emphasis on innovative methodologies in Development of Professional Skills in Career Guidance
- ♦ Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ♦ Content that is accessible from any fixed or portable device with an internet connection



A comprehensive Postgraduate Certificate that will allow you to increase your opportunities and competitiveness in the labor market"

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A comfortable and safe way to learn with the most revolutionary learning systems, which will allow you to combine your personal life with your studies without any issues”

The faculty includes professionals from the field of Development of Professional Skills in Career Guidance, who bring their professional experience to this program, as well as renowned specialists from leading scientific societies.

The multimedia content, developed with the latest educational technology, will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide an immersive learning experience designed to prepare for real-life situations.

This program is designed around Problem-Based Learning, whereby the psychologist must try to solve the different professional practice situations that arise throughout the program. For this purpose, the specialist will be assisted by an innovative interactive video system created by renowned and experienced experts in the field of Development of Professional Skills in Career Guidance.

This Postgraduate Certificate will help you mark the difference between a professional with knowledge and a professional who applies it in their daily practice.

You will have access to the virtual campus 24 hours a day, so you will be able to review the material and content of the Postgraduate Certificate when you like.



02

Objectives

The objectives of this program act as a guide for the entire Postgraduate Certificate with the specific mission of offering students a very intensive program that will really boost their professional progress. A journey of personal growth that will enable you to provide excellent support.





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With this Postgraduate Certificate you will acquire the theoretical and practical knowledge you need to apply everything you have learned as needed”



General Objectives

- ◆ Acquire the necessary knowledge to act as a support for students' decision making regarding their vocation and vocational orientation
- ◆ Act in an adjusted way in the different personal contexts of the students
- ◆ Know the most effective and useful guidance strategies





Specific Objectives

- ◆ Identify the challenges ahead for the future development of the different skills
- ◆ Develop the different skills and see their impact for the profession

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A Postgraduate Certificate supported and enriched with audiovisual material, readings and exercises, so that you will achieve your objectives”

03

Course Management

The faculty is made up of leading specialists in Development of Professional Skills in Career Guidance, who bring their professional experience to this program. Additionally, other recognized specialists participate in its design and preparation, which means that the program is developed in an interdisciplinary manner.





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Learn about the latest advances in Development of Professional Skills in Career Guidance, from leading professionals”

Management



Ms. Jiménez Romero, Yolanda

- ♦ Psychopedagogue specialized in Neurolinguistics
- ♦ Educational Psychologist
- ♦ Degree in Primary Education with English
- ♦ Master's Degree in Educational Psychologist
- ♦ Master's Degree in Neuropsychology of High Intellectual Abilities
- ♦ Master's Degree in Emotional Intelligence
- ♦ Specialized Teacher in High Intellectual Ability
- ♦ Co-director, Author and Teacher in Different University Educational Projects



Professors

Ms. García Camarena, Carmen

- ◆ Manager of Step by Step, a vocational guidance company for all professional stages.
- ◆ Psychologist and Master's Degree in Business Administration, CAP at the Alfonso X el Sabio University
- ◆ Specialization in FOL and Master's Degree in HR and group techniques
- ◆ Creator of a methodology adapted to high school stages.

Mr. Maroto, José María

- ◆ Computer Engineer
- ◆ Consultant specialized in Coaching, Change Management, Motivation, Emotional Intelligence and Leadership. Professor specialized in Innovation and BigData processes
- ◆ Expert in learning, lecturer and writer of articles and publications related to his areas of expertise

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Our teaching team will provide you with all their knowledge so that you are up to date with the latest information on the subject”

04

Structure and Content

The contents of this comprehensive Postgraduate Certificate have been developed by leading professionals in the sector, with a commitment to high quality at every stage of the program. For this purpose, the most relevant and comprehensive topics have been selected, with the latest and most interesting updates Enriched with audiovisual material and complementary readings, this syllabus will provide the professional with a broad base of knowledge.



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An intensively structured educational approach, in such a way that you achieve your learning goals consistently and effectively”

Module 1. Development of Professional Skills in Career Guidance

- 1.1. Employability Model
 - 1.1.1. Current Economic Context
 - 1.1.2. Employment in the 21st Century
 - 1.1.3. Self-Knowledge
 - 1.1.4. The Vision
 - 1.1.5. The mission
 - 1.1.6. Definition of Objectives
 - 1.1.7. New Work Models
 - 1.1.8. Roadmap
 - 1.1.9. Personal Brands
- 1.2. Development of Competencies
 - 1.2.1. Characteristics of the Competencies
 - 1.2.2. Capabilities, Skills and Competencies
 - 1.2.3. Competencies that will be in Demand in the 21st Century
 - 1.2.4. Personal Competencies
 - 1.2.5. Professional Competencies
 - 1.2.6. Competency Training
 - 1.2.7. Maturity Levels of a Competency
 - 1.2.8. Assessment of Competencies (Indicators)
- 1.3. Collaborative Work
 - 1.3.1. Teamwork
 - 1.3.2. Characteristics of Collaborative Work
 - 1.3.3. The Power of Teamwork
 - 1.3.4. Structures and Models for Collaborative Work
 - 1.3.5. Communities of Practice
 - 1.3.6. Tools for Collaborative Work
 - 1.3.7. Empathy
 - 1.3.8. Assertiveness
 - 1.3.9. Trust
 - 1.3.10. Self-Organized Teams
- 1.4. Project Work
 - 1.4.1. Work Models
 - 1.4.2. Results Oriented
 - 1.4.3. Organization of Work
 - 1.4.4. Project definition
 - 1.4.5. Project Life Cycle
 - 1.4.6. Project Management
 - 1.4.7. The Figure of the Project Manager
 - 1.4.8. Methodologies for Project Management
 - 1.4.9. Difference between Project Development and Product Development
 - 1.4.10. Product Design and Creation
- 1.5. Communication
 - 1.5.1. Basic Characteristics of Communication
 - 1.5.2. Effective Communication
 - 1.5.3. Active Listening
 - 1.5.4. Intrapersonal Communication
 - 1.5.5. Interpersonal Communication
 - 1.5.6. Online Interpersonal Communication (e-mail, Social Networks)
 - 1.5.7. Effective Presentations
 - 1.5.8. Visual Communication
 - 1.5.9. Body Communication (Non-Verbal Language)
 - 1.5.10. Speaking in Public
- 1.6. Adaptation to Change
 - 1.6.1. Context and Basic Concepts
 - 1.6.2. Main Characteristics of Adaptation to Change
 - 1.6.3. Unlearning to Relearn
 - 1.6.4. Flexibility and Versatility
 - 1.6.5. Change Management Process
 - 1.6.6. Factors Favoring Adaptation to Change
 - 1.6.7. Negative Factors or Factors that do not Help Adaptation to Change
 - 1.6.8. Comfort Zone
 - 1.6.9. The Everett Rogers Curve
 - 1.6.10. Moore's Law

- 1.7. Business Models
 - 1.7.1. Definition and Fundamental Concepts
 - 1.7.2. Business Canvas I
 - 1.7.3. Business Canvas II
 - 1.7.4. Examples of Business Model
 - 1.7.5. Innovation
 - 1.7.6. Innovative Business Models
 - 1.7.7. Basic Organizational Models
- 1.8. Entrepreneurship
 - 1.8.1. Personal Business Models
 - 1.8.2. Startups
 - 1.8.3. Strategic Business Planning
 - 1.8.4. Lean Canvas
 - 1.8.5. Lean Startup Method
 - 1.8.6. Internet Strategy (Digital Business, Digital Marketing)
 - 1.8.7. Entrepreneurship Skills
 - 1.8.8. Social Entrepreneurship
 - 1.8.9. Corporate Enterprise
 - 1.8.10. The Concept of Added Value
- 1.9. Leadership.
 - 1.9.1. What is Leadership?
 - 1.9.2. What Does It Take to Be a Leader?
 - 1.9.3. Types of Leadership
 - 1.9.4. Self-Leadership
 - 1.9.5. Mindfulness
 - 1.9.6. Tribes
 - 1.9.7. Followers
 - 1.9.8. Feedback
 - 1.9.9. Coaching
 - 1.9.10. Emotional Intelligence

- 1.10. Creativity Development
 - 1.10.1. Fundamental Concepts
 - 1.10.2. Factors that Favor the Development of Creativity
 - 1.10.3. Factors that do not Favor Creativity
 - 1.10.4. Lateral Thinking
 - 1.10.5. Exploration and Management of Ideas
 - 1.10.6. Development and Monitoring of Ideas
 - 1.10.7. Divergent Thinking
 - 1.10.8. Convergent Thinking



A unique, key, and decisive educational experience to boost your professional development”

05

Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.



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Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

At TECH we use the Case Method

What should a professional do in a given situation? Throughout the program, students will face multiple simulated clinical cases, based on real patients, in which they will have to do research, establish hypotheses, and ultimately resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method. Specialists learn better, faster, and more sustainably over time.

With TECH the psychologist experiences a way of learning that is shaking the foundations of traditional universities around the world.



According to Dr. Gérvas, the clinical case is the annotated presentation of a patient, or group of patients, which becomes a "case", an example or model that illustrates some peculiar clinical component, either because of its teaching power or because of its uniqueness or rarity. It is essential that the case is based on current professional life, trying to recreate the real conditions in the psychologist's professional practice.

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Did you know that this method was developed in 1912, at Harvard, for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method”

The effectiveness of the method is justified by four fundamental achievements:

1. Psychologists who follow this method not only master the assimilation of concepts, but also develop their mental capacity by means of exercises to evaluate real situations and apply their knowledge.
2. Learning is solidly translated into practical skills that allow the psychologist to better integrate knowledge into clinical practice.
3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life.
4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.



Relearning Methodology

At TECH we enhance the case method with the best 100% online teaching methodology available: Relearning.

Our university is the first in the world to combine the study of clinical cases with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which is a real revolution compared to the simple study and analysis of cases.

The psychologist will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.



At the forefront of world teaching, the Relearning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best online university (Columbia University).

This methodology has trained more than 150,000 psychologists with unprecedented success in all clinical specialties. Our pedagogical methodology is developed in a highly competitive environment, with a university student body with a strong socioeconomic profile and an average age of 43.5 years old.

Relearning will allow you to learn with less effort and better performance, involving you more in your training, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation for success.

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

The overall score obtained by our learning system is 8.01, according to the highest international standards.



This program offers the best educational material, prepared with professionals in mind:



Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



Latest Techniques and Procedures on Video

TECH introduces students to the latest techniques, to the latest educational advances, to the forefront of current psychology. All of this in direct contact with students and explained in detail so as to aid their assimilation and understanding. And best of all, you can watch the videos as many times as you like.



Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





Expert-Led Case Studies and Case Analysis

Effective learning ought to be contextual. Therefore, TECH presents real cases in which the expert will guide students, focusing on and solving the different situations: a clear and direct way to achieve the highest degree of understanding.



Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



Quick Action Guides

TECH offers the most relevant contents of the course in the form of worksheets or quick action guides. A synthetic, practical, and effective way to help students progress in their learning.



06

Certificate

The Postgraduate Certificate in Development of Professional Skills in Career Guidance guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Global University.



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Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”

This program will allow you to obtain your **Postgraduate Certificate in Development of Professional Skills in Career Guidance** endorsed by **TECH Global University**, the world's largest online university.

TECH Global University is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** title is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in Development of Professional Skills in Career Guidance**

Modality: **online**

Duration: **6 weeks**

Accreditation: **6 ECTS**



*Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH Global University will make the necessary arrangements to obtain it, at an additional cost.

future

health confidence people

education information tutors

guarantee accreditation teaching

institutions technology learning

community commitment

tech global
university

personalized service innovation

knowledge present

online training

development languages

virtual classroom

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