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## ABSTRACT

One of a set of twelve documents describing the Career Planning Support System (CPSS) and its use, this guide is designed to help the CPSS coordinator become familiar with CPSS and his or her role. (The Career Planning Support System is a comprehensive guidance program management system which (1) provides techniques to improve a high school's career guidance program, (2) focuses on the skills students need to make decisions about and pursue their life goals, and (3) offers the school step-by-step directions in planning, developing, implementing, and evaluating an upgraded career guidance program that is compatible with student career development needs and resources available in the school and community.) The five sections in this guide lead the coordinator through an inspection of CPSS materials and include exercises to explain the purpose and content of the system. The five sections cover CPSS materials, content and perspective of CPSS, the coordinator's role in CPSS, implementing CPSS, and the coordinator's role as a facilitator of change. It is suggested that activities be performed sequentially and within a one-week period. (TA)

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# COORDINATOR'S TRAINING GUIDE

CAREER PLANNING SUPPORT SYSTEM

by

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U S DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

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The Center for Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning, preparation, and progression. The Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs

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The Center team responsible for the *Career Planning Support System* developed from the national field test, 1974-76, consisted of:

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## FOREWORD

The challenge to assist youth in gaining the skills and knowledge to plan and execute meaningful careers is a major concern of the educational community, particularly high schools. In response to this challenge, The Center has developed and tested, under the sponsorship of the Education and Work Group at the National Institute of Education and with the help of nearly fifty high schools located throughout sixteen states, the *Career Planning Support System* (CPSS). This product shows how to deliver improved, cost-effective career guidance services that meet the needs and fall within the resources of the individual school. The procedures in these materials are systematically presented to help local schools engage in sound planning, implementation, and evaluation. It provides them with the capacity for self-renewal.

It is important to note that the *Career Planning Support System* does not prescribe the content of a local program; rather, it enables teachers, counselors, students, parents, and community members to decide on the specific program to be followed. It is a flexible product in that it does not necessarily displace existing efforts, but describes how existing activities can be brought into an integrated systematic approach to the delivery of career guidance services.

The Center is pleased to present this product. We are grateful to Dr. Robert E. Campbell, program director, who led in the conceptualization of CPSS and patiently guided it through years of development and field testing. He has been ably supported during this period by staff persons whose names are indicated at appropriate credit points in the various publications. We are deeply grateful for the cooperation and consistent enthusiasm of the participants in the field test; their names and locations are given on the inside of the back cover.

A complete list of products developed in connection with CPSS, and occasionally referred to throughout the various guides, are printed on the outside of the back cover.

Robert E. Taylor  
Director  
The Center for Vocational Education