



SCSEP Training Catalog

Preparing SCSEP Operating Organizations and Participants
for the Future of Work

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I. Training for SCSEP Participants (Older Adult Job Seekers)

Helping older adults build skills, confidence, and resilience to thrive in today's evolving workforce.

Workforce Readiness & Personal Development

- Reframing Life Experience as Workforce Strength: Translating transferable skills into job-ready language.
- Building Confidence and Resilience in Career Transitions.
- Effective Communication and Conflict Resolution in the Workplace.
- Setting Personal and Professional Goals for the Next Chapter of Life.
- Intergenerational Workplace Success: Thriving in multigenerational teams.

Practical Job-Seeking Skills

- Resume and Interview Strategies for Mature Workers.
- Professional Presence and Digital Literacy in Today's Job Market: Beyond a LinkedIn profile.
- Navigating Change: Embracing New Technology and Workplace Expectations.

Digital & AI Literacy for Participants

- Introduction to Artificial Intelligence for Everyday Life.
- AI Readiness for Job Seekers: Using AI safely and effectively to enhance job applications.
- Digital Collaboration Tools: Zoom, Teams, and Google Workspace.

Empowering the Future:

Preparing SCSEP Participants and Programs for What Comes Next

Individualized Training

- Personalized Learning Tracks
- Real-World Practice and Reflection
- Career Resilience Skills



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- Remote Work Essentials: Setting up home offices and mastering virtual communication.

II. Training for SCSEP Staff & Program Managers

Developing leaders, coaches, and managers who build quality, compliant, and innovative SCSEP operations.

Empowering SCSEP Staff and Programs

Training for Quality, Innovation, and Outcomes

- Effective Program Design
- Supportive Coaching Skills
- Data-Driven Improvement



Program Design & Implementation

- Creating Supportive Pathways for Older Adult Learners and Workers.
- Designing High-Impact Volunteer and Workforce Training Programs.
- Creating Feedback Loops and Capturing Multiple Perspectives.
- Strengthening Host Agency Partnerships and Worksite Supervision.
- Recruitment Strategies That Deliver.

Coaching & Case Management Skills

- Motivational Coaching for Older Adults.
- Trauma-Informed and Strengths-Based Approaches to Participant Support.
- Building Cultural Competence and Advancing Equity.
- Participant-Centered IEP Development.

Data, Evaluation & Compliance

- Using Data to Tell Your Story.
- Building Dashboards for Program Monitoring and Continuous Improvement.
- Program Evaluation and Continuous Improvement Systems.
- WIPS/GPMS Data Accuracy & Audit Preparedness.

Training for Host Agencies & Community Partners

- Organizational Analysis Basics
- Strategic Planning for Nonprofits
- Translating Strategy into Action
- Best Practices for Supervising Older Adult Workers



III. Training for Host Agencies & Community Partners

Building capacity and shared understanding to strengthen host agency relationships and participant experiences.

- Translating Strategy into Action (and Annual Planning) – Turn vision into step-by-step implementation plans that drive measurable results.
- Change Management & Adaptive Leadership – Build organizational agility to navigate evolving workforce and funding environments.
- Building Collaborative Partnerships – Strengthen relationships across community organizations and employers for shared impact. Best Practices for Supervising and Supporting Older Adult Workers.
- From Worksite to Workforce: Supporting Transitions to Employment.
- Engaging Older Adults as Mentors and Community Leaders.
- Owning Organizational Culture: Building inclusivity from the top down.

Supervision & Workforce Integration

- Best Practices for Supervising and Supporting Older Adult Workers – Create inclusive, supportive environments that maximize participant engagement.

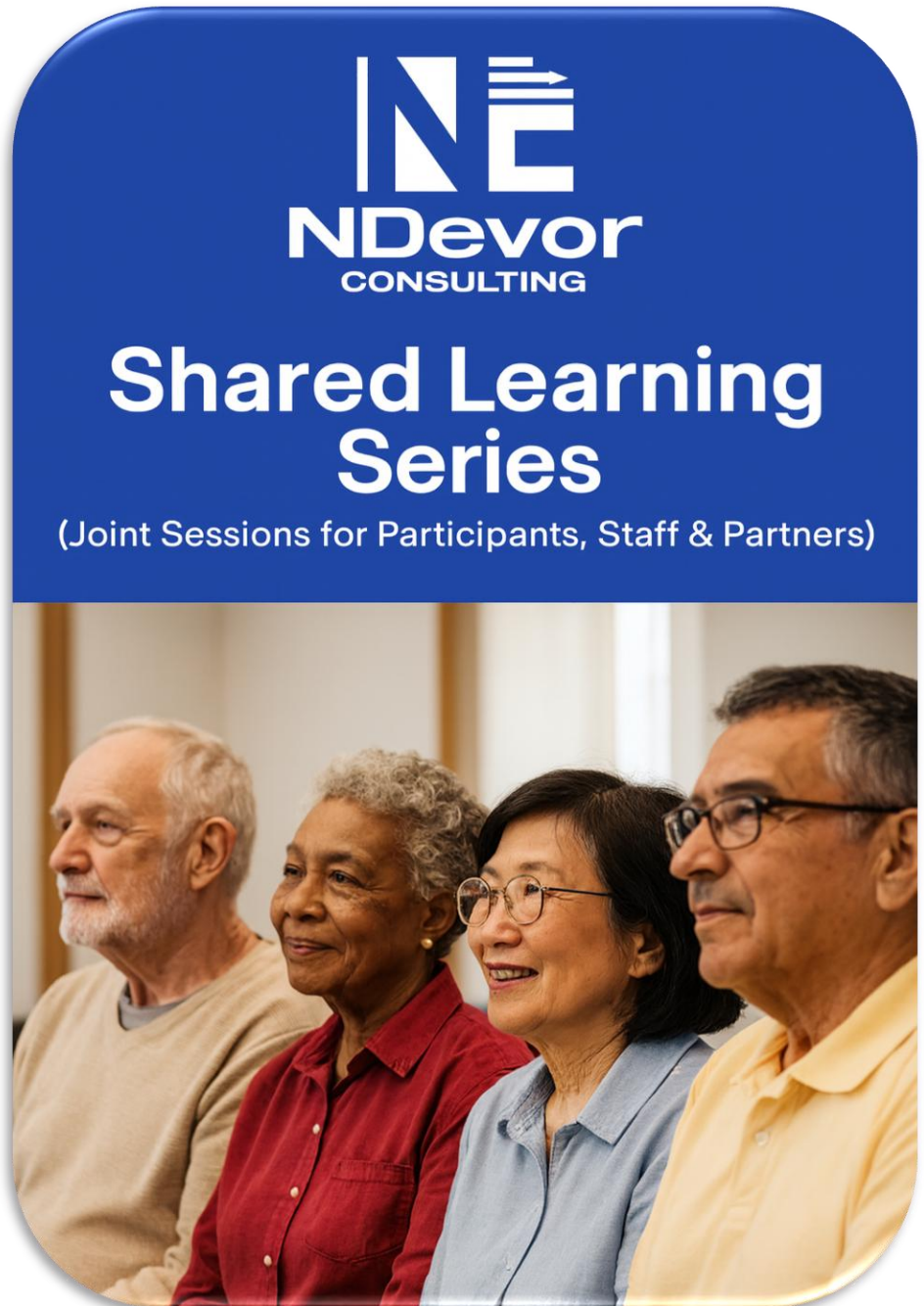
- From Worksite to Workforce – Design pathways that help participants transition successfully into unsubsidized employment.
- Performance Coaching for Host Supervisors – Equip site supervisors with tools to guide, mentor, and empower participants.
- Creating Safe, Respectful, and Productive Work Environments – Address intergenerational differences and foster mutual respect.

IV. Shared Learning Series

- Intergenerational Workplaces: Building Bridges Across Ages.
- Workplace Ethics and Professional Boundaries.
- The Future of Work: How AI and Automation Will Shape Employment.
- Diversity, Equity, and Inclusion in Workforce Development.
- Community Partnerships & Collective Impact: Working Better Together.

V. Certification Pathways & Add-On Learning

- AI Awareness Microcredential (AI-REDI by NDevor).
- SCSEP Compliance Specialist Training.



All training courses are fully customized to align with the unique goals, culture, and operational needs of each organization. We take the time to understand your priorities and tailor every session.

Contact us!



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