

Job Exploration Workshop

Welcome Back

Day Four



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The Transition Career Exploration Workshop is a product of the Maine Department of Labor. The ND Division of Vocational Rehabilitation has permission to add the ND DVR brand to all information.

So Many Jobs to Explore....!



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Facilitator Notes:

Proceed to next slide.

How Do I Decide What Jobs are Right for me?

- **READ** information about your jobs of interest.
- **TALK to someone** who does that job.
 - That's called **informational interviewing**
- **VISIT the workplace** of that job.
 - That's called **job-shadowing**.
- **VOLUNTEER to get some experience** related to that job.

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Facilitator Notes:

There are many ways to learn about occupations....read, talk, visit and get some experience.

Discuss slide and seek examples of activities they have done which will help them make decisions about the job that is right for them.

Some Other Clues



Job Possibilities based on:

- » My abilities (what I'm good at doing)
- » My values (what I think is important in the work place)
- » My interests (what I like to do)

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Facilitator Notes:

Encourage participants to review the activities already completed throughout the workshop; these are the handouts in their activities folder. By reviewing each of these, all the information discussed thus far will connect for participants.

Just because you like something, doesn't mean you are good at it.

Just because your good at something, doesn't mean it is a good job match.

Just because you like something and are good at it, doesn't mean it will fit your personality.

What's Important To Me In The Workplace?

- **VALUES** are the beliefs that are important to us.
- These are the things that “matter” to us as individuals, at work and outside of work.
 - **General values** - Loyalty, family, good friends, honesty, etc.
 - **Workplace values** – doing a variety of activities vs. the same activity over & over, working alone or with people, working with bosses, paying attention to detail, etc.

Word You Need to Know: Values

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Facilitator Notes:

Estimated Time: 30 minutes

LEARNING OBJECTIVE: Participants will understand the importance of work values/job satisfaction in determining an employment goal.

Another self-exploration area is our Values.

Review the definition above and the types of values (general & workplace).

Have them identify some examples of values.

Ask them, “Why are values important in the workplace?”

Purpose: to define the type of work environment where they will be most happy and comfortable.

Values Card Game

- Find out about yourself.
- What are the things that you feel are most important in your life?
- What are the things you most respect and need?
- The following game might help you answer some of these questions.
- ***Word I Need to Know: Values***

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Facilitator Notes:

Estimated Time: 45 minutes

Materials Needed:

Provide a set of the values cards (14 cards/set) to each of the participants.

Review the cards and talk about what values are.

Remind them that this game will focus on what values they think are important!

Activity:

Values Card Game

- *What is important to you in a job situation?*
- You can play this game with 2 or more people.

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Facilitator Notes: Cut apart the 14 cards (see next 2 pages).

1. Lay out the cards and read them over. Ask participants to think about each quality as it applies to them.
2. Ask: which of the 14 qualities are most important to you? Choose your ten most important cards/statements and separate them from the rest of the cards.
3. Pretend you have been offered a job. Are these the ten qualities you would like to have in a new job?
4. Uh-oh. You're going to have to give up one of your ten qualities. Which one will you sacrifice? Why? Separate that card from your ten cards.
5. Now two more qualities have to go. Think about your decision carefully. What reasons did you have for making the choices you did? Separate those two from your remaining nine cards.
6. **GOOD NEWS! YOU CAN TAKE ONE OF THE OLD QUALITIES BACK.** Which one will you take back? Put your choice with your seven remaining cards.
7. Suppose you could have only one quality? Which would you choose? Why?

Facilitator addressing the group is to tie in chosen values with past employment, if applicable.

Think about a job you had in the past. What did you like about the work? (can also discuss volunteer work, helping around their home, day habilitation program, etc.).

Advise them to think about the words just reviewed. Facilitator reinforces with examples, "Johnny said that getting money was important" and "Jane said that having time to be close to her family was more important."

Facilitator needs to reinforce a connection between the values that Johnny chose during the game with a similar value that Jonny mentioned during a past job.

Participants find that they do better when their values match their chosen jobs.

<p>Enjoyment</p> <p>To like my work, to have fun at it</p> 	<p>Family</p> <p>To have plenty of time with my family</p> 
<p>Money</p> <p>To have plenty of money</p> 	<p>Health</p> <p>To enjoy normal good health</p> 
<p>Power</p> <p>To have influence over others</p> 	<p>Ability</p> <p>To be recognized as good at what I do</p> 
<p>Recognition</p> <p>To be seen as</p> 	<p>Security</p> <p>To have a job</p> 

Facilitator Notes:

See prior slide for instructions.

<p>Loyalty</p> <p>To be loyal to the company and my boss and to have their loyalty in return</p> 	<p>Location</p> <p>To live where I want to live</p> 
<p>Helpful</p> <p>To be able to make the world a better place</p> 	<p>Freedom</p> <p>To be able to think and do what I want</p> 
<p>Friendship</p> <p>To work with people I like and to be liked by them</p> 	<p>Achievement</p> <p>To be able to do important things, to do work that</p> 

Facilitator Notes:

We focus on the Ability in Dis-ability!

- We recognize everyone has abilities.
- We discuss the challenges your disabilities present.
- Together we work to help you get and keep a job based on your abilities and help you with accommodations, if needed.

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Facilitator Notes:

Stress that we are here to emphasize ABILITY!

We focus on the Ability in Dis-ability!

In this workshop, we are helping you look at:

- What you can and like to do
- How to use those skills in the classroom and the workplace

We will also help you explore **accommodations** for your disabilities so that you can do your best work.

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Facilitator Notes:

Slides ahead will allow for discussion about accommodations.

**We focus on the Ability
in Dis-ability!**

- **Our long-term mutual goal is
Employment!**

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Facilitator Notes:

Please define the word “mutual” to be sure it’s understood by all participants.

What is Disclosure?

- Disclosure means talking about your disability.
- Sometimes it is okay to talk about your disability, sometimes it is not.
- In an interview, focus on what you can do and how you can do it best. For example, "I learn best when I watch someone do a task, then I find I can do it."

Word I Need to Know: Disclosure

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Facilitator Notes:

Estimated Time: 30 minutes

Ask the group when they believe it is okay to talk about their disability and when it is not when they are at work.

For example, if someone has diabetes it is important to tell your supervisor so that you can take breaks to check sugar levels when needed. This will prevent you from having more serious problems. An example of when it may not be okay to share would be: Describing at length a hospital visit you had the evening before. This is not necessary to tell everyone about. Your first responsibility is to do your job while at work.

Disclosure

- One of the most important decisions you will make as a person with a disability is IF AND WHEN to tell someone about your disability
- Good disclosure happens when you know about your disability and can describe clearly what you need in terms of your disability in order to make your abilities shine.

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Facilitator Notes:

Other Advantages of Disclosure:

It provides greater freedom to communicate should you face changes in your particular situation.

It improves your self-image through self-advocacy.

It allows you to involve other professionals (for example, educators and employment service providers) in the learning of skills and the development of accommodations.

It may increase your comfort level because you are not hiding anything and you are being honest.

Disadvantages of Disclosure:

It can cause you to remember past situations that resulted in losing a job or being teased by uneducated co-workers.

It can lead to your being treated differently than others.

It may cause you to feel insecure by disclosing.

It could cause you to be overlooked for a job, team, group, or organization by uneducated employers.

Disclose for a Specific Purpose

- Some personal information, such as your Social Security number, banking records or medical information are important to keep confidential.



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Facilitator Notes:

State the importance of being careful about offering social security numbers to someone. This could be a concern of Identity Theft.

However, be sure to share with the group the importance of the employer having social security numbers if they are hired for the job that they interview for. This will allow them to be paid and the employer can complete his/her requirements of the government.

Your Rights & Responsibilities Under the Law

- Americans with Disabilities Act (ADA): is a law that will help you get accommodations.
- However, you need to be able to do the main responsibilities of the job in order receive accommodations and be hired for the job.

Americans with Disabilities Act ADA

- The ADA protects you from discrimination in all employment practices, including job application procedures, hiring, firing, training, pay, promotion, benefits, and leave. You also have a right to be free from harassment because of your disability, and an employer may not fire or discipline you for asserting your rights under the ADA. Most importantly, you have a right to request a reasonable accommodation for the hiring process and on the job.

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Facilitator Notes:

Engage the participants in a discussion about what the Americans with Disabilities Act is. (It is not intended that facilitators read this slide to participants as much as review the important concepts within it.)

It is important to share with participants that it is still possible to get fired from a job. Offer examples as to the things a person could do on the job and still be fired, separate from the protection ADA offers.

Examples: being late for work, talking with co-workers when you are supposed to be working, stealing, etc.

Harassment

- Unwelcome verbal or physical conduct based on race, color, religion, sex (gender)

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Facilitator Notes:

Help participants understand that harassment should not be allowed in the workplace.

Examples:

- The conduct is sufficiently severe or pervasive to create a hostile work environment; or
- A supervisor's harassing conduct results in an observable change in an employee's employment status or benefits (for example, demotion, termination, failure to promote, etc.).

This definition was acquired from: www.fcc.gov/encyclopedia/understanding-workplace-harassment-fcc-staff.

When deciding upon a job goal, know your strengths

It is your responsibility, to:

First, understand the requirements of the Job.

Second, avoid jobs in which there is no available accommodation or you do not have the strengths to do well.

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Facilitator Notes:

Your strengths have been a continuing focus of this workshop, and we are beginning to talk about how that information can be used in job decision-making.

Please discuss with participants the importance of asking for a job description and knowing about each task that would be required of them.

Give an example of what this means.

If you were interested in becoming a meat cutter at a supermarket, you would need to ask for a job description, review all the tasks that would be expected of you and be sure you are capable of doing them; or you could talk with your team about training that would help prepare you to do all the tasks.

Remember.....

- You do NOT have to reveal personal information about your disability if it does not affect your ability to do your job.
- Your team members will help you figure this out.



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Facilitator Notes:

**Please focus on this first point with a great deal of emphasis.
Having a disability is a natural part of being a person.**

Remember that at some point in time, in everyone's life, we find that we have different challenges as compared to others.

It is important to disclose your disability IF you think you will need an accommodation on the worksite.

If you are upfront and honest once you have been offered the job, the employer, by law, must provide an accommodation; except if they are a very small business which cannot afford to make the requested changes.

Disclosure and Accommodation

- Once you have decided to disclose your disability, you might just need an **accommodation**.

- ***Word I Need to Know: Reasonable Accommodation***

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Facilitator Notes: Refer to the Reasonable Accommodation definition in the glossary.

Accommodations

What is a **reasonable accommodation**?

- Any help that decreases the effects of a disability



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Facilitator Notes:

Proceed to next slide, which gives examples.

Examples of Reasonable Accommodations

- **Changes to facilities and equipment:**

- such as putting in ramps and parking spaces
- making materials in large print
- providing special equipment to assist with the job

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Facilitator Notes:

Have participants add to the list.

Examples of Reasonable Accommodations

- **The provision of special services**

- such as sign language interpreters
- or reading assistance

Examples

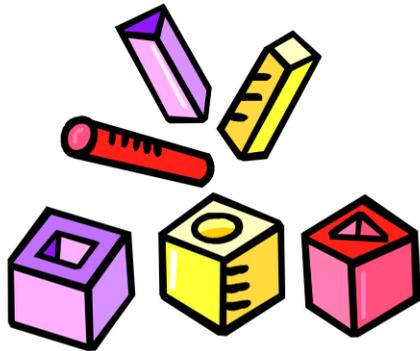
- For example, if you are able to count money and are provided with a cash register that automatically figures out the change you need to give, then you might consider applying for a cashier position.

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Facilitator Notes:

This may be a good time to have the participants come up with their own examples to share so that you can be sure they are understanding this point.

Steps towards finding a job



Which Job is right for ME,
and how do I plan to get that job?

So, who can help me find some possible jobs?

We call that your job **NETWORK!**

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Facilitator Notes:

Estimated Time: 30 minutes

Review slide.

Network = all of the people that you know who can help you get information about jobs, including all the people they know, etc.

Word You Need to Know: Network

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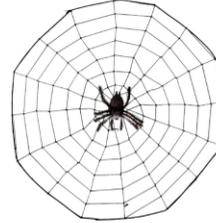
Facilitator Notes:

Remind them that a network is all the people that they know who may assist them with exploring various jobs.

Go to the next slide, and begin the network-building exercise.....

People you know Job Network

- Think of it like the rings of a spider web and you're in the middle.....
- People, such as.....
 - Family/relatives/neighbors
 - Friends
 - Teachers/guidance counselor
 - VR Counselor
 - People in your community, clubs, church, etc.
 - Your support people



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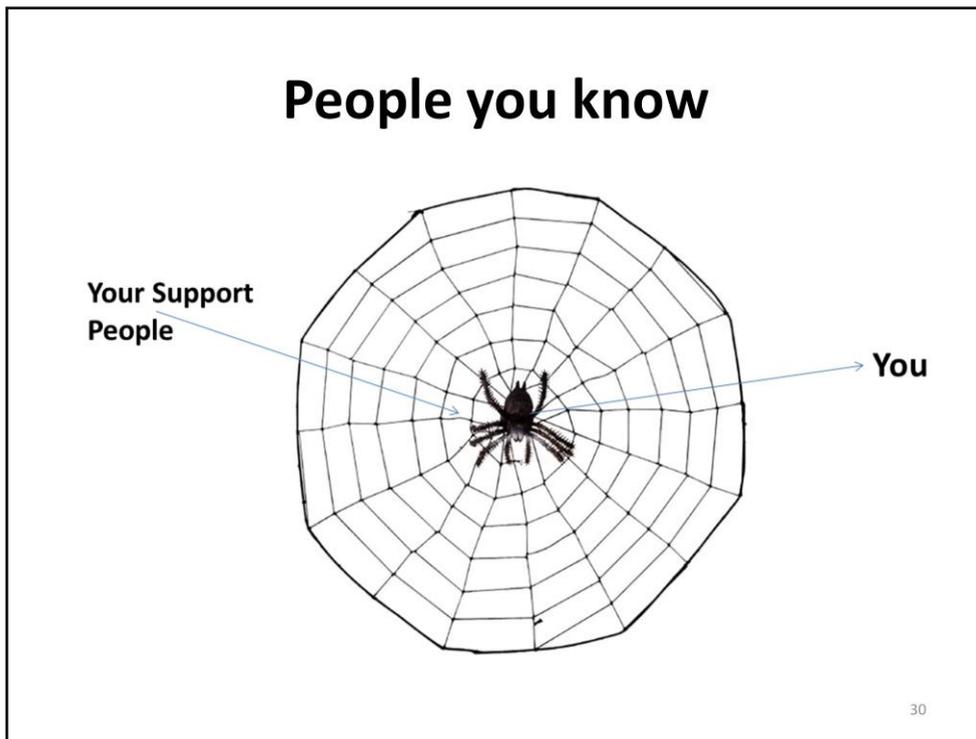
Facilitator Notes:

Have participants think of a list of people that they could include in their network.

Who is going to be helpful in the process of finding the right job?

If need be, suggest some people that they might include such as: their Vocational Rehabilitation Counselor (VRC), their support persons, family members, etc.

Activity: People You Know/Job Network



Facilitator Notes:

Estimated Time: 15 minutes

Refer to the “Build Your Job Network” activity and have them spend a few minutes listing all of the people that could help them get information about jobs.

Assist them in listing the names (when possible) of these individuals.

ACTIVITY: Build Your Job Network

Job Exploration Workshop

Awesome work today!

End of Day Four