

Job Exploration Workshop

Welcome Back

Day Five



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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.

My Work Plan

You and your team will develop a list of next steps for getting and keeping a job.

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Facilitator Notes:

This is a good time for them to begin developing a list of next steps – the things they need to do in order to complete their plan.

Other Words You Need to Know:

- Resume
- Cover Letter
- Job References
- Job Application
- Job Interview

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Facilitator Notes:

Facilitator reviews the definitions of each of these terms and asks questions of participants to assure they understand the meaning.

Resume

- A summary about a person.
- Includes work history, volunteer work, hobbies, and a work goal.
- This is used by employers as a way of getting to know you and your skills.
- See example.

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Facilitator Notes:

Refer to the example of a Resume.

Encourage questions about what a resume is.

ACTIVITY: Resume

References

Cover Letter

- A letter, sent with a resume, to an employer when a person is applying for a job.
- See example.

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Facilitator Notes:

Review the example of a cover letter with the participants.

The introductory line “To Whom it May Concern” is listed in the glossary. Please share this definition with them.

ACTIVITY: Cover Letter



My Pride Sheet

- This exercise is an opportunity to list all the good things that you know or have learned about yourself.
- Be sure to share this sheet with your team members.
- *Word You Need to Know: Self-Esteem*

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Facilitator Notes:

Estimated Time: 30 minutes

Refer to “My Pride Sheet” activity; give class participants a good amount of time to complete the exercise. Assist as necessary.

Relate this exercise to the issue of self-esteem.

ACTIVITY: My Pride Sheet

Bingo Game

- We will now play a Bingo Game about the topics that we have discussed during this workshop.
- You have been learning about yourself, disability, disclosure and getting a job!

Facilitator Notes:

Estimated Time: 30 minutes

Due to timing, facilitators will need to use their discretion as to whether this activity can be used or not. If used, facilitators may want to have each participant define the word as they mark it on their card so that all participants can learn the meanings of the words.

Pass out Bingo Cards.

Review the list of words and definitions on the next page.

Participant handbooks also have this page, as it is a good reference while playing the game.

Remember the goal is to learn the words and their meanings.

This game is played after reviewing the vocabulary used for this curriculum. Provide each student with a BINGO card. Read a definition from the student glossary of terms. Students mark the vocabulary word on their cards. Ask the group what the answer was so students who may have been unsure know.

Needed Items: Bingo cards, Markers, Basket, Words to know sheet, prizes are optional.

Accessible: Changed or adjusted so that everyone can use it.

Accommodation: A change or adjustment made so that a task can be done.

Advantage: A position of power that gives hope of a positive result.

Assistive Technology: Items that assist people with disabilities in the areas of independent living, communication, access to education, employment, and recreation.

Confidential: Private and personal information.

Disclosure: To tell someone about your disability or other important information.

Disability: A restriction in the ability to perform a normal activity of daily living which someone of the same age is able to perform. A disability can be either hidden or visible.

Essential Functions: Tasks necessary to do a job.

Goals: Something that you work towards that can be long term or short term.

Informed Choice: Making a decision when you have and understand all information.

Modification: A change in an object, environment, or activity to make it available for all to use.

Post-secondary Education: Study or schooling after high school.

Respect: A feeling of high regard, desire to take care of people, things, or ideas that are important to you.

Responsibility: Reliability or trustworthiness.

Rights: Legal privileges given to you.

Self-Accommodation: To take responsibility to modify your environment rather than request it being done for you.

Self-Advocacy: Speaking up for yourself.

Self-Determination: Making informed decisions through reflecting on and building on your strengths.

Values: Something that is important to you and that you respect.

ACTIVITY: Bingo

B I N G O

Reasonable Accommodation	Hygiene	Informed Choice	Responsibility
Assistive Technology	Free Space	ADA	Rights
Disclosure	Disability	Self-Advocacy	Values
Confidentiality	Interests	Skills	Accessible

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Facilitator Notes: This is an optional activity to play if there is time available with the workshops format.

Distribute one BINGO card to each participant, and use the Glossary as your source of words and definitions.

Play as any Bingo game, in as many variations as possible.

Bingo slide cells:

Reasonable Accommodation

Hygiene

Informed Choice

Responsibility

Assistive Technology

Free

Space

ADA

Rights

Disclosure

Disability

Self-Advocacy

Values

Confidentiality

Interests

Skills

Accessible

Putting everything together....

- Congratulations! You have completed the workshop. Hopefully you have gathered a lot of information that will allow you to make an informed choice about next steps you may want to take. Choosing the right kind of work is a very important decision, and it should only be done through informed choice.

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Facilitator Notes:

Materials: Activity packet.

Congratulations! You have completed the workshop. Hopefully you have gathered a lot of information that will allow you to make an informed choice about next steps you may want to take. Choosing the right kind of work is a very important decision, and it should only be done through informed choice.

Informed choice is when you make a decision about something, only after you have enough information to do so. This decision will involve you, as well as the people in your network who you trust and respect. These people can also help you determine if you have enough information to make the informed choice.

Let's make sure that you have collected and recorded everything that you learned about yourself in your Activity binder.

Facilitator should make copies of all individuals' activity sheets and work completed, along with their notes of observation taken throughout the workshop sessions. This will be used for future skill building and career planning.

Facilitators are required to complete feedback form pages 29-30 Activity Book.

Job Exploration Workshop

Congratulations!
**You have completed the Career
Exploration Workshop.**