

## **User Tips for Conducting a Job Coach Skills Workshop**

**Welcome to the User Tips for conducting a Job Coach Skills Workshop!** The purpose of these user tips is to provide information to help prepare individuals, who will be presenters or technical assistance providers, with information in preparation for conducting a job coach skills workshop.

Presenters or technical assistance providers will use the Job Coach Training Guide to support implementation of the Job Coach Skills Workshop. The Job Coach Training Guide is designed to provide all school personnel, including school personnel who fill the role of a job coach, and any other entity, with information on how to provide community-based, employment education to youth with behavioral, social/emotional, social communication and mental health needs. The guide can be further used with all youth with disabilities, especially to support community-based, employment education with students participating in low resource special education programs. The purpose of the Job Coach Training Guide is to help ensure that employment expectations for students are consistent throughout the continuum from high school to school exit, to ensure these youth are truly prepared to pursue their long term career goals.

The Job Coach Training Guide includes information divided into five units. Units include:

- Unit 1: What is a Coach?
- Unit 2: Establishing Rapport and Developing Client Relationships?
- Unit 3: Characteristics of Student Learners
- Unit 4: Job Coaching Practice
- Unit 5: Wrap-Up

As presenter/technical assistance provider, who is providing this training, it is up to you as to whether you want to present all five units together, or whether you want to present each unit separately. If you present all five units together, the content and activities will take a minimum of 5 hours. If you choose to

present the information by unit, then, you should plan a minimum of 1 hour for each unit.

**Keep in mind: This should be a collaborative effort!** The job coach training should not be focused only on special education personnel. It should be a collaborative effort between special education and vocational rehabilitation.

### **Tips for Users:**

- Read the Job Coach Training Guide prior to conducting the training with stakeholders
- Gain understanding of all practice activities throughout the Guide prior to training stakeholders
- Become familiar with the resource list and evaluation forms in the appendix of the Job Coach Training Guide
- Understand the roles and responsibilities of job coaches
- Be prepared to answer questions about job coaching that may arise during the training
- If you are unfamiliar with the role of a job coach in providing work-based learning instruction to youth with disabilities, it may be necessary to build background knowledge prior to conducting the training
- If you have specific questions or need assistance as you begin to prepare for the Job Coach Skills Workshop, please feel free to contact the North Dakota Department of Public Instruction, Office of Special Education at 701-328-2277.