



Partners in Employment E-learning Course

Course Outline

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"Partners in Employment" is a six-hour self-directed course created to help people with developmental disabilities identify their skills and interests and find rewarding careers. The course also addresses such important "how-to" information as writing a resume, participating in an interview, following up with potential employers and planning for a career.

GETTING STARTED

What You'll Learn

Overview of key concepts covered in the "Getting Started" module.

World of Work

Overview of the employment landscape, including the history of employment of people with disabilities and primary employment options for people with disabilities.

What is a Job?

Discusses the difference between a job and a career.

The Disability Gap

Statistical information related to the employment of people with disabilities.

Where We've Been

Historical look at employment of people with developmental disabilities.

Expanding Opportunities

Overview of recent employment options for people with developmental disabilities.

Options For the Future

Overview of supported and customized employment and how they differ.

Exercise - Do You Know Today's Hot Jobs?

Interactive exercise to identify fast growing professions.

Supported Employment

Focus on supported employment, including principles and applications of supported employment and natural supports.

New Frontiers

Identifies the keys to successful supported employment.

Natural Supports

Explains natural supports and their role in the workplace.

Do Natural Supports Happen Naturally?

Partners in Employment E-learning Course: Course Outline

Examples of natural supports.

Exercise - What Kind of Support Is It?

Exercise to test participants understanding of natural supports in the workplace.

The Hiring Process

Overview of the hiring process, including five key steps in a successful job hunt.

What Employers Are Looking For

Identifies the key qualities employers look for in all employees.

Preparing for the Job Hunt

Overview of how to prepare for a job hunt by creating a career file.

Pulling It All Together

Highlights key concepts learned in the "Getting Started" module.

Test Your Understanding #1

Certification exam #1 for the Partners in Employment e-learning course.

FINDING A CAREER MEANT FOR YOU

What You'll Learn

Overview of key concepts covered in "Finding a Career Meant For You."

Think Career, Not Job

Encourages participants to broaden their perspectives and think of employment as part of a career process.

Pursuing Your Dreams

Identifies the elements of a good career plan.

Career Planning For People With Developmental Disabilities

Outlines how career plans differ for people with disabilities.

Your Circle of Support

Discusses creating and using a Circle of Support.

Strength in Numbers

Introduces the concept of a "Circle of Support."

Who Should Join Your Circle?

Helps participants determine who should join their Circle of Support.

Exercise - Catch the Circle of Support

Interactive opportunity to learn more about Circles of Support.

Assignment - What's Your Circle?

Assignment that helps participants create their own Circle of Support.

Partners in Employment E-learning Course: Course Outline

Using Your Circle

Potential roles that members of a Circle of Support can play.

Finding the Perfect Fit

Helps participants to identify important personal skills, abilities and employment requirements.

Working the Puzzle

Introduction to goals of the self-assessment process.

Skills and Abilities

Discusses the role that skills and abilities play in the employment process.

Exercise - Match Up the Right Skills

Opportunity for participants to identify personal skills and abilities.

Assignment - What Do Other People Do?

Community-based assignment that encourages participants to examine the work lives of several workers.

Assignment - What Are Your Skills and Abilities?

Community-based assignment to help participants determine their skills and abilities.

Wants and Needs

Discusses how personal preferences and employment requirements may differ.

Assignment - Determining a Want or Need

Community-based assignment encourages participants to explore another person's job and his or her reasons for working to see how wants or needs drive employment decisions.

Assignment - What Are Your Wants and Needs?

Community-based assignment helps participants identify their specific wants and needs for employment.

Conditions For Work

Discusses factors that might potentially impact a work environment and an employee's success.

Assignment - What's Right For You?

Community-based assignment helps participants identify personal preferences in a work environment.

Special Considerations

Help participants identify potential obstacles to employment and how to overcome them.

Assignment - Pushing the Limits

Community-based assignment helps participants identify physical challenges that may impact employment success.

What Do You Want To Do?

Partners in Employment E-learning Course: Course Outline

Guides participants in matching personal skills and abilities with potential employers and/or jobs.

Exercise - Surfing the Web For Ideas

Opportunity for participants to explore the power of the Internet.

You Be the Boss

Provides an overview of self-employment, an increasingly popular employment option for people with disabilities.

Networking - What's In Your Backyard?

How to maximize contacts to learn about job tasks, job openings and potential employers.

Assignment - Fitting the Pieces of Your Puzzle

Community-based assignment teaches participants to use the information they've gathered to develop an action plan.

Pulling It All Together

Highlights key concepts learned in the "Finding a Career Meant For You" module.

Test Your Understanding #2

Certification exam #2.

MARKETING YOURSELF

What You'll Learn

Overview of the key concepts covered in "Marketing Yourself."

Putting Your Story on Paper

Developing tools to tell your story.

Resumes

Uses of and important elements of an effective resume.

Types of Resumes

Describes three common types of resumes.

Assignment - Building Your Resume

Community-based assignment guides participants through the resume development process.

When Portfolios Are Preferred

Discusses personal portfolios and their uses.

Cover Letters

Overview of the use of and elements of a good cover letter.

Exercise - What's Right About This Cover Letter

Interactive opportunity to identify the elements of a good cover letter.

Partners in Employment E-learning Course: Course Outline

Filling Out Job Applications

Outlines common elements of a job application and key information required.

When and How to Disclose a Disability

Discusses the sensitive topic of disclosure and offers guidelines for deciding when and how a disability is disclosed.

The Disclosure Dilemma

Overview of the disclosure debate.

Pros and Cons of Disclosing

Outlines the pros and cons of disclosing a disability to an employer.

Take Action!

Outlines steps for contacting potential employers.

Make a Plan

Outlines the elements of a good action plan.

Ready, Set, Contact!

Identifies common sources of job leads.

Assignment - Planning Your Search

Community-based assignment guides participants through the action planning process.

Before the Interview

Outlines important concepts related to successful interviewing.

Be Prepared

Discusses the importance of being prepared.

Get the Facts

Reinforces the importance of research and understanding both the company and the potential job.

Time and Place

Discusses the importance of advance planning.

Questions and Answers

Strategies for answering employer questions during the interview process.

Questions You Don't Have to Answer

Outlines questions that potential employers are prohibited from asking during an interview.

Exercise - What an Employer Can and Cannot Ask

Offers participants an opportunity to test their skill at identifying inappropriate interview questions.

Telling Your Story In-Person

Offers techniques for presenting your skills and abilities successfully in an interview setting.

Partners in Employment E-learning Course: Course Outline

I'm OK, You're OK

Keeping a positive attitude during the job search.

The Employer's Point of View

Common unstated concerns employers may have about hiring a person with a disability.

First Impressions Count

Strategies for making a good first impression.

Getting Help During the Interview Process

Discusses techniques for requesting accommodations during an interview.

Ending the Interview

Typical ways in which a potential employer signals the end of an interview.

The Waiting Game

Post-interview follow-up strategies.

Evaluating the Job

Strategies for determining if a job fits your needs and requirements.

Accepting a Position

Outlines things to find out before accepting a position.

Pulling It All Together

Highlights key concepts learned in the "Marketing Yourself" module.

Test Your Understanding #3

Certification exam #3.

CONCLUSION

Conclusion to the Partners in Employment e-learning course.

The Future Awaits!

Summarizes what participants learned in the "Partners in Employment" e-learning course.