



Employment First! Employment Now!

Connecticut DDS Job Development Training and Network

Application deadline: September 8th.

In partnership with the Connecticut Department of Developmental Services (DDS) with sponsorship by Connect-Ability, the Institute for Community Inclusion (ICI) is pleased to present a comprehensive training program on employment for individuals with developmental disabilities. This initiative is designed to provide job developers who work for service providers funded by DDS, with the knowledge and skills needed to help job seekers meet their competitive employment goals, and in turn expand organizational capacity to provide quality employment services. This program is intended for individuals with experience in job development, as well those who are new to the job development field.

The focus of this program is on assisting job seekers to obtain individual employer-paid jobs in the community. The training incorporates comprehensive, state-of-the-art practices in job placement including business engagement, person-focused career planning, job site and off-site supports, and customized and created jobs. This initiative will move forward toward the development of a statewide Job Developer's Network.

The specifics...

- A. The Training Program will be offered from September 2010 to March 2011.
- B. All training sessions are free of charge to attendees.
- C. Trainees are required to attend eight days of training to complete the program. A one-day optional "Train the Trainer" session is also offered. Dates and descriptions of all sessions are attached.
- D. Day One will include an introduction and orientation that all trainees will attend together at the Connecticut Community Providers Association (CCPA) in Rocky Hill on September 22nd. **Each trainee's supervisor or manager must attend the Manager and Supervisor Forum to be held on September 22nd in conjunction with Day One of the training program.** Details on the Manager and Supervisor Forum are contained in the application and registration materials.
- E. Days Two through Eight will be offered twice in two different locations (CCPA, Rocky Hill and The Greek Olive, New Haven). Trainees will choose one location to attend all sessions in Days Two through Eight. Trainees may not switch back and forth between locations for these training sessions (exceptions may be allowed for scheduling conflicts). Day Nine, Train the Trainer, which is optional, will be offered once, in Rocky Hill.
- F. All workshops are from 9:00 to 4:00. Registration check-in begins at 8:30 and training will start promptly at 9:00.
- G. Continental breakfast will be provided for all training sessions. **Lunch will be on your own**, except for Day One – Introduction to Employment Services, on September 22nd.
- H. Fieldwork will be assigned between trainings to give participants a chance to put into practice what they are learning.
- I. Each trainee will identify two job seekers whose services are funded by DDS, with whom the trainee will focus placement activities to apply the strategies learned during the training program.
- J. Every trainee will be paired with an experienced mentor to enhance their professional development experience, who they will meet with on a monthly basis for one to two hours.



See the ability.
See how we can work together.

Training Session Descriptions

Introduction to Employment Services (1 day)

September 22, 2010—CCPA, Rocky Hill

This session will provide an overview of integrated community employment, customized employment, and discuss different employment service models (including self-employment and micro-enterprise). Additional topics include core employment values, disability and employment legislation, and self-directed services and supports. This session will also provide an orientation to the training program, including program requirements and details, the chance to meet your mentor, and an opportunity to network with other trainees. (Lunch will be provided for this training only.)

As a result of this training, participants will learn to:

- Identify the impact of employment in the community on the lives of people with disabilities
- Appreciate the evolution of various service delivery models to the current state of integrated community employment
- Understand various disability and employment legislation

Person-Focused Career Planning (1 day)

October 5, 2010—CCPA, Rocky Hill or October 12, 2010—The Greek Olive, New Haven

Meaningful career plans should be distinct and unique, just like the individuals these plans represent. This training will focus on the process and approaches used to discover and assess each job seeker's strengths, abilities, interests, and preferences, ultimately leading to a well-matched employment goal. Content will include how to coordinate and implement person-focused planning, maximize networks, develop vocational profiles and utilize situational assessments.

As a result of this training, participants will learn to:

- Understand the ongoing, flexible, and creative nature of person-focused career planning process
- Utilize multiple approaches / options for assessment and career exploration
- Design comprehensive career development plans
- Use resources and networks that to support the job search

Partnerships To Promote Employment (1 day)

October 26, 2010 —CCPA, Rocky Hill or November 3, 2010—The Greek Olive, New Haven

This session will cover how to work with a variety of stakeholders who may influence and support both the job search process and job retention after placement. It will also teach trainees how a networking approach can be utilized to obtain quality employment for people with disabilities. Topics include: building relationships and trust; keeping people engaged in helping; turning plans into action; identifying and expanding your network; asking your network for help in the job search process; managing the legal and practical realities of disclosure while networking; maximizing the involvement of the job seeker in the networking process. Trainees will also learn how to engage family, funders and other team members in the placement and job support process.

As a result of this training, participants will learn to:

- Engage, teach, and motivate job seekers in networking approaches
- Formulate techniques to enhance social interactions in the job search
- Teach self-advocacy skills to job seekers and empower them to take control of their own job search
- Understand the role that families, funding sources, and community connections play throughout the employment process

Making the Right Match: Meeting the Needs of the Employer and the Job Seeker (3 days)

Nov. 16, 17, & December 2, 2010—CCPA Rocky Hill or Jan. 11, 12 & 18, 2010—The Greek Olive, New Haven

Understanding the employer customer is as important as understanding the job seeker. These three days of training will provide in-depth learning and discussion on understanding the business needs of the employer community, as well as assisting job seekers to understand their responsibilities and support needs while looking for work. Topics to be covered include creating individualized marketing plans, building employer relationships, finding quality job matches, and developing opportunities for business growth through job creation. Self-employment will also be discussed as an option for job seekers with the desire to be entrepreneurs.

As a result of this training, trainees will learn to:

- Build and maintain lasting employer relationships
- Negotiate and customize employment opportunities to enhance the job match
- Deliver an elevator pitch when approaching employers
- Conduct a labor market survey
- Create a marketing action plan
- Write a proposal for created or carved jobs
- Engage the job seeker in the job development process
- Assist the job seeker regarding informed decision making around disclosure
- Utilize local resources, such as One-Stop Career Centers
- Use the basic tools and strategies for someone seeking self-employment

Supporting Job Success and Retention (2 days)

February 15 & 16, 2011—CCPA, Rocky Hill or February 8 & 9, 2011—The Greek Olive, New Haven

Employment staff provide essential post-placement supports and are also key to the development of natural supports in the workplace. This training will address onsite and offsite support strategies that lead to job satisfaction and retention. Topics include the role of the job coach, facilitating natural supports and social inclusion, systematic instruction, maintenance and fading, dealing with challenging behaviors, solving problems, and long-term ongoing supports.

As a result of this training, participants will learn to:

- Explain the role of the job coach to employers, job seekers, coworkers, and families
- Develop a workplace support plan
- Identify strategies for enhancing natural supports
- Write a task analysis as part of a systematic training plan
- Analyze and resolve behavior challenges
- Address employment support issues such as transportation and benefits management

Train the Trainer (Optional, 1 day)

March 23, 2011—CCPA, Rocky Hill

Sponsoring an employee to attend an off site training session helps to build awareness of a topic and job related skills. Organizations can leverage the benefits of sending employees to training (such as the job development training program), if the individual is able to share the material with their colleagues when they return to the workplace. This session will teach how to create written materials and oral presentations for an adult audience, and is geared to help staff develop their own training and presentation skills while learning how to recognize the needs of the audience. In addition, the competencies developed through the Train the Trainer session will be useful for individuals who want to improve their skills in developing and delivering conference and workshop presentations, including presentations to employer groups.

As a result of this training, participants will learn:

- Adult learning principles
- How to transform content into training curriculum
- How to develop and conduct interactive exercises
- Self-assessment of presentation style
- How to work with challenging participants

Certificates of Completion and Continuing Education Credits

A Certificate of Completion from DDS and ConnectAbility will be awarded to all participants who successfully complete the program.

An Employment Services Certificate of Achievement from the Association of Community Rehabilitation Educators (ACRE) is also available to individuals who attend all eight required days of this training program, and who complete 6 hours of additional Social Security Work Incentives training. Contact Melanie Jordan at 617-287-4327 or melanie.jordan@umb.edu for more information if you are interested in participating in this national certificate program.

Certified Rehabilitation Counselor (CRC) credits are also available upon completion of each training event.

Requested documentation will be provided to trainees for any other continuing education requirements.

For questions and additional information, please contact

David Hoff
617-287-4308
david.hoff@umb.edu

Information on these activities will also be posted at www.usworks.org/ct

These activities are being conducted by the Institute for Community Inclusion at the University of Massachusetts Boston, and are supported by Connect-Ability in partnership with the Connecticut Department of Development Services with funding from the Centers for Medicare and Medicaid Services (CDFA#93.768).

About ICI

The Institute for Community Inclusion at the University of Massachusetts Boston offers training, clinical, and employment services, conducts research, and provides assistance to organizations to promote inclusion of people with disabilities in school, work, and community activities. Visit our website at www.communityinclusion.org to learn more.



See the ability.
See how we can work together.