

## Work Without Limits Training Menu

Work Without Limits provides training for employers to help build their capacity to successfully include individuals with disabilities in their workplaces and for employment service providers to help address some of the biggest employment challenges that people with disabilities face.

[Contact](#) Work Without Limits today to bring any of these trainings to your organization!

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### **DISABILITY INCLUSION**

#### **Disability Sensitivity (Pick a Disability) (1 hour) – minimum group size of 20**

This highly interactive and impactful workshop examines the common fears, misconceptions and stereotypes that surround people with disability. This experience demonstrates how easily emotional reactions to disabilities can be transferred to the work setting, and how attitudes can affect the willingness to hire individuals with disabilities. Taken from the Tilting at Windmills disability awareness and sensitivity training program, this experience is guaranteed to evoke participation ranging from simply raising one's hand and being counted to sharing personal and professional experiences and insights with the group. After completing this workshop, participants will be able to:

- recognize personal attitudes about disability
- challenge personal and public stereotypes, myths, and misconceptions that surround persons with disabilities and employment
- articulate the impact our attitude about people with disabilities has on building a culture of inclusion

#### **Disability Awareness: What is Disability and Why it Matters to Business (1 hour)**

This highly informative workshop examines current disability statistics, ADA definitions, and the value proposition for employing individuals with disabilities. Together, participants collaborate and document the positive impact that including individuals with disabilities in a company's recruitment and workforce development strategy has on staff, customers, suppliers and the community. Through the use of mini-lectures, small group exercises and videos, participants will be able to:

- challenge a personal misconception that surrounds persons with disabilities and employment
- define disability and identify at least 3 benefits to including persons with disabilities in the workplace
- share at least 1 disability statistic and 1 promising practice of leading employers

#### **Disability Etiquette (1 hour)**

This highly requested workshop has attendees explore and exercise best practices and tips for engaging people with all types of disabilities in both personal and professional settings. Through the use of mini-lectures, videos, and case studies, participants will be able to:

- articulate the importance of 'person-first' language and demonstrate related language do's and don'ts
- describe basic norms for interacting with co-workers with specific types of disabilities including apparent disabilities such as vision, hearing and mobility impairments as well as mental health, learning and other non-apparent disabilities
- practice positive and effective strategies for handling diverse situations, offering to help and avoiding offending someone

## **Interviewing Candidates with Disabilities (1 hour)**

*Disability Etiquette training is recommended as a prerequisite.*

This targeted workshop gives clarity and confidence to hiring professionals in preparation for and during interviews with candidates with disabilities. Through the use of mini-lectures, large and small group exercises and impactful videos, participants will be able to:

- implement a disability inclusive interview environment, mindset, and techniques
- recognize and differentiate between interview skills and the skills to do the job
- identify questions you can and cannot ask
- practice when and how to discuss accommodations and the interactive process

## **Conducting Performance Discussions with Employees with Disabilities (1 hour)**

*Disability Etiquette training is recommended as a prerequisite.*

This targeted workshop gives clarity and confidence to supervising professionals in preparation for and during performance reviews with employees with disabilities. Participants will receive a concise review of the essentials of the Americans with Disabilities Act (ADA), including key terms and considerations such as essential job functions and the interactive process for determining reasonable accommodations. Through the use of mini-lectures and case studies, participants will be able to:

- address conduct issues and performance improvement plans with confidence
- navigate the disclosure of a disability during a performance discussion and engage internal and/or external resources at appropriate times
- manage what to do when performance does not improve

## **Supporting Employees with Mental Health Challenges (3 hours – see below for a condensed 1-hour option)**

Supporting employees with mental health challenges is a return on investment as mental health disorders cost the global economy \$1 trillion each year in lost productivity. Despite this fact, workplaces and supervisors struggle on how to balance support and success for their employees who are dealing with mental health conditions. Through small and large group discussion, storytelling, and practice, this three-hour workshop allows for intensive brainstorming around workplace mental health issues and potential solutions. A detailed range of key actions and best practices leaders can take to assist employees with mental health conditions to perform and thrive will be discussed. After attending this workshop, supervisors and staff will be able to:

- recognize the signs and symptoms of a mental health condition in the workplace
- practice\* key conversation strategies to assist employees to seek assistance
- identify and collaborate\* on potential workplace reasonable accommodations
- \*Identify key messaging and language to promote the mental health of all employees and create a work culture that is inclusive and supportive
- Demonstrate\* supportive supervision and coaching\* strategies to assist employees with mental health conditions to succeed

*\*A highly condensed, 1-hour option is available, offering participants an awareness of mental health in the workplace, but with substantially limited interactive group discussion, storytelling, practice, and intensive brainstorming around workplace mental health issues and potential solutions.*

## **Great Minds Don't Have to Think Alike: The Value of Workplace Neurodiversity (2 hours)**

Workplaces involve many different kinds of diversity such as race, gender, and sexual orientation but often do not give equal focus to disability and in particular, neurodiversity - valuing differences in how people think and work. "Neurodiversity" is an umbrella term that can include ADHD, autism/Asperger's syndrome, or a learning difference such as dyslexia. In this workshop, participants will gain a deeper understanding of how to see autism in the workplace from the perspective of neurodiversity. This foundational training supports organizations on how to access the unique talents of neurodiverse employees and how to build a more inclusive workplace culture that is supportive of neurodiversity. Through interactive group activities and exercises, participants will gain an understanding of the value neurodiversity brings to the workplace and practice neurodiverse inclusion methodologies. After attending this workshop, participants will be able to:

- describe neurodiversity and articulate the value proposition for including neurodiverse employees in the workplace
- apply the benefits of Autism Spectrum Disorder-related profiles to address workplace needs
- describe 10 best practices for managing neurodiverse employees to create a workplace culture supportive of neurodiversity

## **Supporting the Career Development of College Students with Mental Health Conditions (2 hours)**

Today's college students, also known as the i-generation, are accomplished, tech natives and driven. Yet as many as 30% live with mental health conditions that can challenge their career path through college and beyond. This 2 hour workshop will provide employment service providers and college staff an overview of how mental health conditions can impact the educational and employment skill development of college students as well as key strategies for providers to help students achieve their main goals. Reasonable accommodations, wellness management and supervisory strategies will be discussed.

## **Understanding Corporate Disability Inclusion Practices: A Service Provider Training (5 hours)**

This interactive workshop, delivered over two 2.5 hour sessions, prepares attendees to effectively engage with and educate job seekers with disabilities around corporate disability inclusion practices and navigating self-identification and disclosure during the interview process. This workshop is best suited for staff of universities and community colleges, one stop career centers, state agencies, and community-based organizations that provide job search support and placement assistance services to job and intern seeking students and adults with disabilities. Topics covered include disability sensitivity, awareness and etiquette, the Americans with Disabilities Act (ADA), Section 503 of the Rehabilitation Act, self-identification, disclosure and interviewing, leading recruitment practices used by employers, and the value proposition for employers to include individuals with disabilities in their recruitment and workforce development strategies.

## **BENEFITS & WORK INCENTIVES**

### **Overview of Social Security Work Incentives for Families and Persons Served (2 hours)**

This training highlights the main barriers to employment for Social Security disability beneficiaries. Participants are educated on existing work incentives, reporting requirements, beneficiary rights and employment support programs that help them realize work is possible. A variety of community resources are shared so that individuals know where and how to obtain the appropriate supports to assist in making informed decisions about employment and benefits. This training is designed to address concerns of persons served and family members.

### **The Basics of Social Security Work Incentives for Providers (2 hours)**

This training addresses common myths around work and Social Security disability benefits (SSI and SSDI), while providing an overview of work incentives that counter such myths. Participants will review the major differences between SSI and SSDI, how work earnings affect cash benefits, public health insurance (Medicaid and/or Medicare), and other public benefits, i.e. Food Stamps and Subsidized Housing, and best practices on reporting. Participants receive training materials and a certificate of completion. This training is appropriate for case managers and other staff.

## **Disability Benefits and Transition Age Youth (2 hours)**

This training provides information related to the significant benefit changes that young adults with disabilities need to understand as they approach adulthood including the mandatory SSI Age-18 redetermination process, how adult benefits differ from childhood-related benefits under both Social Security programs (SSI and SSDI), and how changes to public health insurance can occur. There is a special emphasis on young adult-related programs and work incentives such as Section 301 (Continued Payment under a Vocational Rehabilitation Program or Similar Program), the Student Earned Income Exclusion (SEIE) for individuals 21 and younger on SSI, and how a PASS Plan can help young adults leverage financial resources to fund education that may give them a head start on their career goals. Participants receive a set of training materials and a certificate of completion. This training is appropriate for case managers and other staff that work closely with transition age youth.

## **The Plan to Achieve Self Support (PASS) Intensive (6 hours)**

This training provides in-depth information and tools to assist Social Security beneficiaries to write, submit and maintain a PASS plan. PASS plans help qualified individuals pay for key expenses related to achieving vocational goals, including education, transportation and equipment. The ultimate goal of a PASS is to assist beneficiaries to reach self-sufficiency by becoming independent of benefits. This training is designed to give participants the information required to complete the PASS plan application process through analysis of a successful PASS plan used as an example throughout the training and by learners applying acquired concepts for developing a framework of a PASS plan. This training provides a brief review of SSI and SSDI, but assumes participants have a working knowledge of Social Security disability benefits. Participants receive a comprehensive set of training materials and a certificate of completion. This training is appropriate for employment specialists and other staff that work closely with persons served to achieve employment goals.

## **The Nuts and Bolts of SSI and SSDI, Public Health Insurance and Other Public Benefits (12 hours)**

This training provides a comprehensive training on both Social Security disability benefit programs (SSI and SSDI), work incentives and health insurance (Medicare and Medicaid) associated with each program, and other public benefits that are available in Massachusetts. This training is typically provided in three segments over two consecutive days; one full day and one half day. The first segment focuses on the SSDI program and demonstrates how use of its associated work incentives may delay case closure, prolong the continuation of cash benefits, preserve public health insurance, or help reinstate cash and healthcare benefits to former beneficiaries. The second segment focuses on the SSI program and how its work incentives are available to certain subsets of the beneficiary population and demonstrates how each incentive can reduce, to some degree, the impact that work income normally has on SSI cash benefits. The SSI monthly calculation is reviewed and is the basis of one of the training's major group activities. The last segment focuses on eligibility requirements and dispute resolution processes of various public benefits including Food Stamps, Subsidized Housing, Emergency Assistance to Elderly Disabled and Children (EAEDC), Transitional Aid to Families with Dependent Children (TAFDC), Medicare Parts A through D, MassHealth coverage plans including Standard, CommonHealth, and One Care, and the benefits of the Medicare-Buy in program for working beneficiaries. Participants receive a comprehensive set of training materials and a certificate of completion. This training is appropriate for employment specialists and other staff that work closely with persons served to achieve employment goals.

## **The Nuts and Bolts of SSI and SSDI, Public Health Insurance and Other Public Benefits & PASS Basics (16 hours)**

This is a comprehensive training that consists of the same subject matters described in *The Nuts and Bolts of SSI and SSDI, Public Health Insurance and Other Public Benefits* and *The PASS Intensive*. This training is typically provided in four segments over two, full consecutive business days. Participants receive a comprehensive set of training materials and a certificate of completion. This combined training is appropriate for employment specialists and other staff that work closely with persons served to achieve employment.

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[Contact](#) Work Without Limits for pricing and to discuss your training needs!