

# Disability Inclusion Training Menu

**Work Without Limits** provides training for employers and employment service providers to help build their capacity to successfully include individuals with disabilities in their workplaces.

Contact **Work Without Limits** today to bring any of these trainings to your organization!

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

This 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 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

## Neurodiversity in the Workplace (1 hour)

When we typically think about diversity, we usually consider race, gender, ethnicity, and sexual orientation. Disabilities like autism spectrum disorder, ADHD, and learning disabilities are also part of what makes our workplaces diverse. This workshop expands upon the conventional understanding of these "hidden disabilities" by applying the strength-based perspective of Neurodiversity (valuing differences in how people think and learn).

In this training you will gain an understanding of the autism spectrum and ADHD through a strength-based lens. Throughout interactive group exercises and discussion, you will learn how to recognize and address systemic barriers to employment and access this unique talent pipeline. You will also learn how to build a more diverse, inclusive, and equitable workplace culture that is supportive of Neurodiversity.

**After attending this workshop, participants will be able to:**

- Describe the Neurodiversity strength-based philosophy and how it distinguishes itself from disability-centered models and accurately define core terms of this approach.
- Recognize and identify barriers within the workplace that limit the success of neurodiverse individuals.
- Identify 3 practical tools to use within the workplace to address barriers and promote inclusive practices.

## Supporting Employees with Mental Health Challenges (1 hour)

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.

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
- Utilize key conversation strategies to assist employees to seek assistance
- 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

## Taking Care of Your Mental Health During Challenging Times (1 hour)

We are living, learning, caretaking and working during harrowing times. The COVID-19 virus has upended our lives and our futures feel uncertain and unsafe. We are experiencing and witnessing systemic racism that is angering and anguishing. We are grieving our loss of normalcy, our loss of connections and seeking ways to stay well and be resilient as we navigate these significant pandemics. A range of key actions and best practices leaders and staff can take to practice wellness & resiliency during these challenges to best perform and thrive will be discussed.

### After completing this training, participants will be able to:

- Describe the psychological context that can empower collective understanding and personal actions to build wellness and resiliency
- Identify at least 3 emotional, cognitive, physical, social, spiritual and caretaking tips and strategies for staying well and resilient
- Find personal meaning and opportunities for growth during this unprecedented and collective experience

## Supporting the Career Development of College Students with Mental Health Conditions: An Employment Service Provider Training (2 hours)

Today's college students, also known as the iGeneration, 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.

This training has been approved for 2.0 Commission on Rehabilitation Counselor Certification (CRCC) hours.

### After attending this workshop, participants will be able to:

- Identify the interconnection of academics, employment and mental health in college students
- Gain a toolbox of strategies to help college students achieve their career goals
- Feel empowered to communicate with students about wellness management strategies to support their career development
- Present their personal dilemmas with students and receive consultation on best practices to support that person

## Understanding Corporate Disability Inclusion Practices: An Employment Service Provider Training (6 hours)

This 6-hour interactive workshop prepares attendees to increase their comfort level and expertise with disability. Attendees will come away from this training with the knowledge on how to effectively engage with and educate job seekers with disabilities around corporate disability inclusion practices, characteristics of disability inclusive employers and navigating self-identification and disclosure during the interview process. The 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.

### After completing this course, participants will be able to:

- Challenge personal and public stereotypes, myths, and misconceptions that surround persons with disabilities and employment
- Articulate the importance of 'person-first' language and demonstrate related language do's and don'ts
- Describe basic norms for interacting with individuals 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
- Explain why disability is important to business and identify at least 3 benefits to including persons with disabilities in the workplace
- Differentiate between self-identification and disclosure and counsel job seekers on if, when, and how to share this information with an employer
- Identify at least 3 characteristics of a disability inclusive employer
- Coach job seekers on successful interviewing techniques to increase focus on their ability, not their disability

## Creating Accessible Word Documents 101 (1 hour)

This foundational training is appropriate for anyone interested in learning basic Word document accessibility. This training will include a discussion of why document accessibility matters. Participants will learn about Word styles including heading and list styles, making thoughtful decisions around using color and other text formatting, ensuring that images are accessible, and utilizing Word's built-in Accessibility Checker. The rationale for including these important accessibility features will be explained and the steps necessary to apply these formatting attributes will be shown. Practices that document authors should avoid and features that are preserved when converting from Word to PDF format will also be addressed. A screen reader demonstration will provide participants with a better understanding of how document accessibility can impact an end user's experience. Attendees will receive a detailed electronic resource with step-by-step instructions for future reference.

**Pre-requisites:** Basic knowledge and experience using a current version of Microsoft Word for Windows

### After completing this course, participants will be able to:

- Describe why document accessibility matters and how it contributes to more inclusive communications
- Explain the importance of headings, lists, color and text formatting considerations, and accessible images
- Apply heading and list styles, describe important color and text formatting considerations, and insert accessible images in Word documents
- Locate and use Word's built-in Accessibility Checker

## Consulting Services – Contact us for a customized proposal

We offer robust consultative services that evaluate your company's current status of disability inclusion. Throughout the consultative process, we provide clear direction and actionable next steps to becoming an 'Employer of Choice'. Deliverables include an assessment of current disability initiatives and employment practices, a pragmatic set of recommendations, and plan of action including recommended resources to achieve success in the disability employment arena.

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