



LEAD CENTER

GUIDED GROUP DISCOVERY PARTICIPANT WORKBOOK

A journey in self-exploration for job seekers
with disabilities who are ready to take control
of their employment search

2017 EDITION

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Session 1: Introduction to Guided Group Discovery

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OBJECTIVES:

1. Get to know each other
2. Discuss the different ways in which people tend to approach their search for employment
3. Introduce the concept of *Discovery*
4. Present the Blueprint for Employment
5. Think about your personal employment network
6. Review assignment

2

TAKE A FEW MINUTES TO THINK ABOUT YOUR EXPECTATIONS FOR THIS COURSE

1. What do you hope to learn?

2. What expectations do you have for yourself?

3. What will you expect of others?

3 THINK OF 3 SKILLS OR TALENTS YOU HAVE. FOR EXAMPLE:

- What do you do well?
- What have people complimented you on in the past?
- What types of activities did you do well on a previous job?
- What tasks at home do you do well?

Make a list of your skills and/or talents in the spaces provided below.

<p>Skill or Talent #1</p>	<p>Skill or Talent #2</p>	<p>Skill or Talent #3</p>
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Now, turn to the person next to you and introduce yourself. Be sure to tell the person about your skills and/or talents (or what you like and can do well).

Then be sure to listen carefully when your partner tells you about him/herself. Ask more questions – because in a few minutes you will be introducing your partner to the rest of the group.

About your partner: _____

4 THINK ABOUT AND BE PREPARED TO DISCUSS THE FOLLOWING QUESTIONS:

Have you ever helped a friend or family member in need?	
What did you do?	
How do you think it made them feel to know they could depend on you?	
How did it make you feel to help someone else?	

5

BLUEPRINT FOR EMPLOYMENT

Update this Blueprint based on the outcomes from each session of Guided Group Discovery.

JOB SEARCH TEAM		
<i>Person</i>	<i>Relationship</i>	<i>Contact information</i>

SECTION 1

CONTRIBUTIONS: IT'S ALL ABOUT YOU	
INTERESTS	SKILLS
TASKS	POSITIVE PERSONALITY TRAITS

SECTION 2

VOCATIONAL THEMES™	
Emerging Vocational Themes:	Where would People with Similar Themes Work?

SECTION 3

CONDITIONS FOR EMPLOYMENT	ACCOMMODATIONS, DISCLOSURE AND FRAMING SENSITIVE INFORMATION

SECTION 4

ACTION ITEMS			
<i>I will</i>	<i>I will ask for support from...</i>	<i>By when?</i>	<i>Complete (✓)</i>
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
7.			<input type="checkbox"/>
8.			<input type="checkbox"/>
9.			<input type="checkbox"/>
10.			<input type="checkbox"/>

SECTION 5



ASSIGNMENT #1 – BUILDING YOUR TEAM OF SUPPORTERS

Identify 3 people you know and trust. On each page, list the person’s name, why you have chosen the person to be part of your job support network, and be sure to include his/her contact information.

Interview each person using the interview questions provided. Be prepared to share your interviews in the next session

Support Person #1:

This person is part of my network because:

Phone:

Email:

Interview Questions

What do you admire most about me?	
What do you think are my best skills?	
What do you think I have to offer an employer?	
In what type of environment do you think I would work best?	
What do you consider my most positive personality characteristics	

Support Person #2:

This person is part of
my network because:

Phone:

Email:

Interview Questions

What do you admire most about me?	
What do you think are my best skills?	
What do you think I have to offer an employer?	
In what type of environment do you think I would work best?	
What do you consider my most positive personality characteristics	

Support Person #3:

This person is part of my network because:

Phone:

Email:

Interview Questions

What do you admire most about me?	
What do you think are my best skills?	
What do you think I have to offer an employer?	
In what type of environment do you think I would work best?	
What do you consider my most positive personality characteristics	

Session 2: Interests and Contributions

7 OBJECTIVES:

1. Identify interests that could focus your job search
2. Generate a list of contributions (what you bring to the job)
3. Identify tasks you would like to do

8 THINK ABOUT YOUR INTERESTS

<ul style="list-style-type: none">– What activities do you enjoy?– What do you do in your free time?– What hobbies do you have?– What are things in your home/bedroom that might relate to your interests?	
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Listen to a partner's interests. Based on his/her interests, what types of work might he/she enjoy doing? Can you think of different places that might use his/her skills?

9 CONTRIBUTIONS: SKILLS, TASKS AND POSITIVE PERSONALITY TRAITS

Think about the work you would most like to do.

Don't think about job titles, think about the actual work you would do

What skills would you be using?	What tasks would you be performing?

10a

WHAT ARE SOME POSITIVE ASPECTS OF YOUR PERSONALITY? ARE YOU:

<input type="checkbox"/> Action oriented	<input type="checkbox"/> Patient
<input type="checkbox"/> Ambitious	<input type="checkbox"/> Positive / upbeat
<input type="checkbox"/> Approachable	<input type="checkbox"/> Punctual
<input type="checkbox"/> Confident	<input type="checkbox"/> Resourceful
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Responsible
<input type="checkbox"/> Creative	<input type="checkbox"/> Self-motivated
<input type="checkbox"/> Dependable	<input type="checkbox"/> Team-oriented
<input type="checkbox"/> Effective communicators	<input type="checkbox"/> Works well under pressure
<input type="checkbox"/> Flexible	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Hardworking	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Meticulous	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Organized	<input type="checkbox"/> Other: _____



MATCHING INTERESTS TO POTENTIAL VOCATIONAL THEMES™

Draw a line between the interest and the corresponding Vocational Theme™

INTEREST

POTENTIAL VOCATIONAL THEME™

Using an iPad

Outdoors/Nature

Tattoos

Advocacy

Hiking

Art

Jewelry

Technology/Computers

Gardening

Agriculture

Helping People in Need

Fashion

Think about your own interests and Vocational Themes™:

11 ASSIGNMENT #2: CONTRIBUTIONS CHART

Consider your contributions. Ask one of your job search support people to assist you – OR – share the information with someone you know and trust. Ask for their feedback.

Type of contribution	What does this mean?	What employer might be interested in this contribution
SKILLS	<i>I am able to...</i>	
TASKS	<i>I enjoy...</i>	
POSITIVE PERSONALITY TRAITS	<i>I am...</i>	
OTHER types of contributions: For example: <ul style="list-style-type: none"> - Education - Certification - Equipment - Transportation 	<i>I have...</i>	

Session Three: Conditions, Accommodations and Disclosure

12 OBJECTIVES:

- Update Section 2 of your Blueprint for Employment
 - Share two new items with the group
- Define and discuss
 - Conditions of employment
 - Job accommodations
 - If, when and how to disclose sensitive information

13 CONTRIBUTIONS CHART

CONTRIBUTIONS: IT'S ALL ABOUT YOU	
INTERESTS	SKILLS
TASKS	POSITIVE PERSONALITY TRAITS

VOCATIONAL THEMES™	
Emerging Vocational Themes:	Where would People with Similar Themes Work?

14 CONDITIONS VS. PREFERENCES

Decide whether the following examples describe a general condition for employment or a preference. Come up with your own situation and 'test' the group.

✓ <input type="checkbox"/> C for CONDITION or P for PREFERENCE		Situation
C <input type="checkbox"/>	P <input type="checkbox"/>	Employment location on a bus line (if you use public transportation)
C <input type="checkbox"/>	P <input type="checkbox"/>	Having your own office
C <input type="checkbox"/>	P <input type="checkbox"/>	Getting paid minimum wage or higher
C <input type="checkbox"/>	P <input type="checkbox"/>	Reporting to a supervisor you like
C <input type="checkbox"/>	P <input type="checkbox"/>	<i>Add your own to 'test' the group:</i>

15 WHAT ARE YOUR CONDITIONS FOR EMPLOYMENT?

Describe the elements of a workplace that you need to be your very best. Which are the most important? Are these conditions or preferences for you?

<i>Very important</i>	<i>Important</i>	<i>Not very important</i>	
			Time you work.
			Tasks you perform.
			The setting or environment where you work.
			Pace or speed of work.
			Interacting with people, places or things.
			Expectations of a supervisor, co-workers or customers.
			Communication.

16 DISCLOSURE: TRUE OR FALSE?

T <input type="checkbox"/>	F <input type="checkbox"/>	If you don't disclose when you are hired, you cannot disclose later.
T <input type="checkbox"/>	F <input type="checkbox"/>	If you choose to disclose, an employer is required by law to provide you with the accommodation you want.
T <input type="checkbox"/>	F <input type="checkbox"/>	An employer should provide you with an accommodation whether you disclose or not.
T <input type="checkbox"/>	F <input type="checkbox"/>	If you disclose a disability to an employer, you can never be fired.
T <input type="checkbox"/>	F <input type="checkbox"/>	If you communicate using sign language, you should bring a friend with you to an interview so he/she can interpret for you.
T <input type="checkbox"/>	F <input type="checkbox"/>	You should only disclose if you have a visible disability. People with hidden, or non-apparent, disabilities should never disclose.

17 READ THE FOLLOWING DISCLOSURE STATEMENTS. WHAT IS WRONG WITH EACH ONE? WHAT INFORMATION WOULD YOU CHANGE – AND WHY?

<i>"My disability causes me to work more slowly than co-workers".</i>	
<i>"I have a felony on my record because I was set up. I didn't do anything wrong, but now no one will hire me."</i>	
<i>"I suffer from an anxiety disorder and have been hospitalized a couple of times. I have a lot of trouble focusing."</i>	
<i>"I am a wheelchair user and have an interview next week. I'm not sure if the interview location will be accessible."</i>	

What sensitive information might you need to share with an employer? (Disability, criminal history, something else?)	
What are some of the pros and cons of disclosing this information?	
<u>Pros:</u>	<u>Cons:</u>
Why might you want to or need to share this information?	
How might you frame this information?	
When might you share this information?	
If you are working with a job coach or an employment specialist (service provider), what information, if any, are you comfortable with <i>them</i> sharing with a potential employer?	

SESSION THREE NOTES

Session Four: The Art and Science of Networking

19 OBJECTIVES:

- Report and reflect on independent research assignment
- Update Blueprint for Employment
- Begin to map personal contacts
- Introduce the concept of networking and begin to map personal contacts
- Review and discuss independent research assignment

20 HOW MOST PEOPLE FIND JOBS?

Think of at least one person who you know who found a job through:

A friend: _____

A family member: _____

A counselor, teacher or other "helper": _____

Someone in the community: _____

Friends

Family

**Teacher/
Counselor/
Other Helper**

Community

A networking pitch is a tool job seekers use to quickly describe who they are, the type of work they are seeking, and what they have to offer an employer . . . to anyone who might be in a position to help you find a job.

Develop your pitch:

1. Smile and introduce yourself	
2. Name-drop if someone recommended you	
3. State the type of work you are <u>interested</u> in doing	
4. Describe your <u>skills</u> , <u>abilities</u> , and/or <u>positive personality traits</u> related to the type of work you are seeking	
5. Give an example of the types of <u>tasks</u> you could offer a company (and how the company would benefit)	
6. Give an example of at least 1 success	
7. Make a specific request (ask for their advice, ask for an informational interview, etc.)	
8. Thank the person	

1. Finish mapping out your personal contacts and developing your Networking Pitch
2. Practice your Networking Pitch on at least 2 new contacts. Get feedback and be prepared to share it with the group.
3. Update your Job Search Blueprint

Networking Pitch

1. Smile and introduce yourself	
2. Name-drop if someone recommended you	
3. State the type of work you are <u>interested</u> in doing	
4. Describe your <u>skills, abilities, and/or positive personality traits</u> related to the type of work you are seeking	
5. Give an example of the types of <u>tasks</u> you could offer a company (and how the company would benefit)	
6. Give an example of at least 1 success	
7. Make a specific request (ask for their advice, ask for an informational interview, etc.)	
8. Thank the person	

FEEDBACK RECEIVED:

REVISED Networking Pitch

1. Smile and introduce yourself	
2. Name-drop if someone recommended you	
3. State the type of work you are <u>interested</u> in doing	
4. Describe your <u>skills, abilities, and/or positive personality traits</u> related to the type of work you are seeking	
5. Give an example of the types of <u>tasks</u> you could offer a company (and how the company would benefit)	
6. Give an example of at least 1 success	
7. Make a specific request (ask for their advice, ask for an informational interview, etc.)	
8. Thank the person	

SESSION FOUR NOTES

Session Five: Pulling It All Together – Taking Action

24

OBJECTIVES:

- Review your Blueprint
- How has the information you gained during this course help you as you begin or continue your search for employment?
- What’s next? How will you use the information you learned from this course to take control of your job search?

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SETTING ACTION STEPS

- Consider at least 3 action steps will you take and share them with the group
- Be prepared to discuss who you will ask for support and why.
- Decide on a reasonable time frame to complete the action.
- Don’t forget to check off the action step once it’s completed!

ACTION ITEMS			
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			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
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			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

26 CONGRATULATIONS!

You took a big step starting this workshop...and you have taken an even bigger step finishing it! You should be extremely proud of yourself – and feel better prepared to continue your journey.

Now that you have finished this course, what’s next?

Here are some things to remember:

1. Customizing your job search starts with YOU. It focuses on how job seekers can contribute to an employer’s unmet needs. It creates a win/win situation – for the job seeker *and* for the employer.
2. Discovery is a process you can use to identify your interests and skills, conditions for employment and more. It also helps you to identify the tasks you would like to do for pay.
3. Searching for employment truly “takes a village.” Use your support team to help you as you continue your journey. Be brave enough to accept the help of others.
4. Take control and schedule regular meetings with your employment team to determine next steps and set goals.
5. Continue to network and conduct informational interviews.
6. When you find an employer that matches your contributions, propose employment!

What additional items can you add to this list?

7. _____
8. _____
9. _____
10. _____

SESSION FIVE NOTES

BLUEPRINT FOR EMPLOYMENT

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CONDITIONS FOR EMPLOYMENT	ACCOMMODATIONS, DISCLOSURE AND FRAMING SENSITIVE INFORMATION

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