

GUIDED GROUP DISCOVERY

A JOURNEY IN SELF-EXPLORATION FOR JOB SEEKERS READY
TO TAKE CONTROL OF THEIR EMPLOYMENT SEARCH

The LEAD Center is led by National Disability Institute and is funded by the Office of Disability Employment Policy, U.S. Department of Labor, Grant No. #OD-23863-12-75-4-11



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WELCOME AND INTRODUCTION

Introduce yourself and tells about:

- Paid work you've had (if any)
- Volunteer work you've done
- Chores you do around the house

SESSION ONE

INTRODUCTION TO GUIDED GROUP DISCOVERY



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SESSION ONE

OBJECTIVES

- Get to know each other
- Discuss the different ways in which people tend to approach their search for employment
- Introduce the concept of Discovery
- Present the Blueprint for Employment
- Think about your personal employment network
- Review assignment

COURSE EXPECTATIONS

2

Take a few minutes to think about your expectations for this course.

1. What do you hope to learn?
2. What would help you feel comfortable participating in the group?

Session 1: Introduction to Guided Group Discovery

1 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 would make you feel comfortable participating in the group?

ACTIVITY 2 WORKSHEET



SESSION ONE

GETTING TO KNOW EACH OTHER



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THINK OF **3** SKILLS OR TALENTS

3

Introduce yourself to someone in the group by starting with your skills (or what you like and can do well)

Skill or
Talent
#1

Skill or
Talent
#2

Skill or
Talent
#3

Be prepared to introduce your partner to the group.

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.

Skill or Talent #1	Skill or Talent #2	Skill or Talent #3
-----------------------	-----------------------	-----------------------

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?	

ACTIVITY 3 WORKSHEET



SESSION ONE

HOW PEOPLE APPROACH THE JOB SEARCH

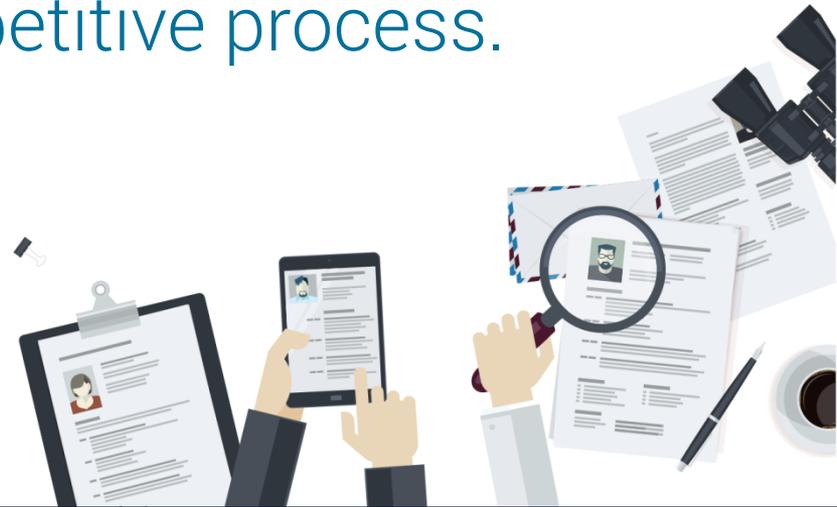


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TRADITIONAL JOB SEARCH APPROACH

- Employers
 - Write and post job descriptions
- Jobseekers:
 - Fill out applications
 - Send resumes
 - Interview
 - Wait

This is a very competitive process.



What are some of the pros and cons of using a traditional approach to employment?



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CUSTOMIZED JOB SEARCH

Requires you to investigate what YOU need to be successful:

- Conditions for employment
- What you have to contribute
- Your interests
- Your specific skills and the tasks you perform well
- How these skills and tasks meet an employer's needs



CUSTOMIZED JOB SEARCH PROS & CONS

Think about some situations that might require someone to focus on a customized job search.

- What are some of the pros and cons to customizing your job search?

TRUE OR FALSE?

No matter how someone finds a job, just about everyone customizes their job after they have worked for awhile.



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SESSION ONE

THE DISCOVERY PROCESS AND BLUEPRINT FOR EMPLOYMENT



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DOES THIS SOUND FAMILIAR?

- Someone asks what kind of job you want and you reply, “I’ll do anything!”
- You keep going back to the same type of job you have had in the past – even though it hasn’t worked out for you.
- You take a job you know you won’t like because you need to survive.
- You’ve never taken the time to really DISCOVER who you are and the best job for you.

DISCOVERY IS...

- A process a job seeker goes through to figure out and identify his/her own needs and interests as well as what an employer might need.
- Focused on strengths and can include reflection, interviews with family and friends, and even informational interviews with employers.

DISCOVERY REQUIRES YOU TO...

- Be open and honest with yourself and others
- Focus on what you do well, the environment where you feel most successful and the tasks you enjoy
- Take personal responsibility for your job search and build a personal job search network

GETTING TO KNOW YOURSELF

- Think about a time when you were at your best.
- What were you doing?
- What was the environment like?
- What tasks were you performing?
- Were you working alone? With others?

THE DISCOVERY PROCESS LEADS TO A BLUEPRINT FOR EMPLOYMENT

A Blueprint for Employment :

- Summarizes what you learned about yourself during the discovery process
- Provides you with some structure as you take your first (or next) step towards employment



SECTION 1

A BLUEPRINT FOR EMPLOYMENT

Identify your team

JOB SEARCH NETWORK OF SUPPORT		
Person	Relationship	Contact Information

SECTION 1

SECTION 2

A BLUEPRINT FOR DISCOVERY

Contributions: What you have to offer

ALL ABOUT YOU	
Interests	Skills
Tasks	Positive Personality Traits

SECTION 3

VOCATIONAL THEMES™

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

SECTION 3

SECTION 4

A BLUEPRINT FOR EMPLOYMENT

Consider issues around disability and other complex life circumstances

CONDITIONS FOR EMPLOYMENT	ACCOMMODATIONS, DISCLOSURE & FRAMING SENSITIVE INFORMATION

SECTION 4

SECTION 5

A BLUEPRINT FOR DISCOVERY

Taking action

ACTION ITEMS			
Task	I will ask for support from...	By when?	Complete
			<input type="checkbox"/>

BUILDING A JOB SEARCH TEAM

A job search team is a group of people on whom you can rely on (who you know well and trust) for job-related advice, support and feedback:



FAMILY

FRIENDS



TEACHERS



COUNSELORS



NEIGHBORS



OTHERS?



THINK ABOUT AND ANSWER THE FOLLOWING:

4

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

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

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ACTIVITY 4 WORKSHEET



IDENTIFY YOUR TEAM

JOB SEARCH NETWORK OF SUPPORT		
Person	Relationship	Contact Information

SECTION 1

SESSION ONE

REVIEW & ASSIGNMENT



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SESSION ONE

REVIEW

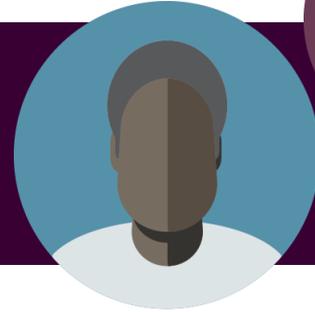
Guided Group Discovery sessions will offer you the opportunity to:

- Conduct a structured series of steps to learn what you want and need from an employment relationship.
- Receive input and support from others.
- Provide support and ideas to others.
- Think about your employment options in a different way.

ASSIGNMENT #1

6

Identify 2-3 people you know and trust.



- List their names, contact information, and why you have chosen them to be part of your network of support.
- ‘Interview’ these 2-3 people and ask them to describe you.
- Be prepared to share your interviews in the next session.

6 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	

ASSIGNMENT 1 WORKSHEET



SESSION TWO

INTERESTS & CONTRIBUTIONS



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REVIEW PREVIOUS ASSIGNMENT

- Who did you choose to include in your Job Support Network?
- Why did you choose them?
- Share some things you learned about yourself

6 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.

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This person is part of my network because:

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What do you admire most about me?	
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What do you consider my most positive personality characteristics	

ASSIGNMENT 1 WORKSHEET



INTERESTS & CONTRIBUTIONS: OBJECTIVES

7

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

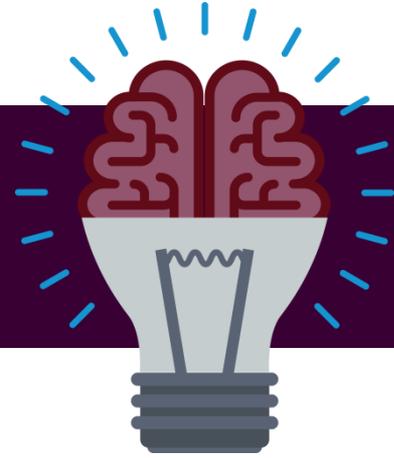


INTERESTS

- Work is more enjoyable when you do something that interests you.
- An interest is something you care about and enjoy.
- Think about what you enjoy, such as:
 - Meeting new people
 - Learning about computers
 - Gardening or landscaping
 - Working on machines
 - Music

THINKING ABOUT INTERESTS

Think about your interests...



- What activities do you enjoy?
- What do you do in your free time?
- What hobbies do you have?
- What are things in my house/bedroom that might say something about what I enjoy?
- Help your partner think about different types of work that might relate to his/her interests.

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? 	
--	--

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?

ACTIVITY 8 WORKSHEET



SHARE YOUR INTERESTS

EXAMPLE

INTERESTS	PLACES WHERE PEOPLE WITH THOSE INTERESTS WORK:
Bicycles	Bike retail shops, repair shops, YMCA's, Electric bike shop, Bike clubs
Cutting trees/firewood	Forestry department, campgrounds, parks – trail maintenance, Energy Assistance program. etc.
Being Outdoors	Landscaping or grounds keeping businesses, Parks department,

SESSION TWO

CONTRIBUTIONS: WHAT I BRING TO THE JOB



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CONTRIBUTIONS

- In employment, contributions are what you bring to the job. For example:
 - Skills
 - Tasks
 - Positive personality traits
 - More

SKILLS AND TASKS

- A **SKILL** is
 - The ability to do something well
 - A combination of the knowledge, abilities and talents needed to perform a task
-
- A **TASK** is
 - A piece of work that needs to be completed
 - The specific activities or duties you perform on a job

WHY THINK ABOUT SKILLS AND TASKS?

- Employers often hire us for our skills, but...they pay us for completing tasks!
- It helps you answer the question “What do you want to do?”
- Focusing on tasks can help you target your job search to employers who need those tasks to be completed.



WHAT IS A JOB TITLE?

- A job title is a term used by employers to define a position in a few words
- Titles may vary from employer to employer (e.g., administrative assistant)
- Job titles tend to assume specific skills and tasks

JOB TITLES, SKILLS AND TASKS EXAMPLES



A **bus driver** (job title) needs to be able to follow a precise schedule (skill) in order to transport riders (task).



A **warehouse inventory specialist** (job title) needs to use a computer (skill) in order to keep accurate records (task).



A **kindergarten teacher** (job title) must know how to read (skill) in order to recite a book to a class (task).

WHAT DO YOU THINK?

Why do you think the Discovery Process avoids discussing and describing jobs by job title?



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CONSIDER THIS...

John has started to lose his vision and can no longer drive. John loved his job driving a school bus but now thinks he won't be able to do anything else.



- What advice would you give to John as he begins his process of Discovery?
- What happens to John if he keeps focusing on being a bus driver?

THINK ABOUT THE WORK YOU WOULD MOST LIKE TO DO

- What skills would you be using?
- What tasks would you be performing?
- How would these skills and tasks contribute to an employer's business and success?
- Don't think about job titles.
Think about the actual work.

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

- What activities do you enjoy?
- What do you do in your free time?
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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?

ACTIVITY 9 WORKSHEET



PERSONALITY TRAIT

- What type of personality or character traits do you possess?
- Are there things you do or ways that you act that other people appreciate?
- Think about
 - **Actions**
 - **Behaviors**
 - **Attitudes**



POSITIVE PERSONALITY TRAITS EXAMPLES

10

Cooperative

Flexible

Works well under pressure

Positive

Ambitious

Meticulous

Effective communicator

Punctual

Approachable

Dependable

Patient

Confident

Self-motivated

Creative

Responsible

Team-Oriented

Hardworking

Organized

Action-Oriented

Resourceful

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: _____

ACTIVITY 10a



SOME POTENTIAL VOCATIONAL THEMES™

- Organization
- Agriculture
- Construction
- Mechanical
- Transportation
- Cleanliness
- Children
- Advocacy
- Outdoors/Nature
- Athletics/Recreation
- Culinary
- Art
- Entertainment
- Fashion
- Customer Service
- History
- Politics
- Logistics
- Religion/Spirituality
- Medicine/Health Care
- Technology/Computers
- Communications....

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YOUR VOCATIONAL THEMES™

EXAMPLE

Interests/Contributions

- Repairing bikes
- Clean – does not like to clean but likes being in a clean environment
- Enjoys crafts – knits and crochets

Emerging themes

- Mechanical
- Cleanliness
- Textiles

10b MATCHING INTERESTS TO POTENTIAL VOCATIONAL THEMES™

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

<u>INTEREST</u>	<u>POTENTIAL VOCATIONAL THEME™</u>
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™:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ACTIVITY 10b



SESSION TWO

REVIEW

Discovery helps you find a job that is a good “fit” by focusing on:

- Your interests
- Your contributions
 - skills,
 - tasks,
 - positive personality traits,
 - MORE



ASSIGNMENT #2

With at least one member of your job search team:

- Review the interests and contributions you identified on your Contribution Chart. Ask them for ideas on what you might add.
- List a few local businesses that match your Vocational Themes™ and that might need the tasks you identified.

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">- Interests- Skills- Tasks- Positive Personality Traits	<i>I have...</i>	

ASSIGNMENT 2 WORKSHEET



SESSION THREE

CONDITIONS, ACCOMMODATIONS AND DISCLOSURE



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REVIEW OF ASSIGNMENT #2

- Review the Contributions Chart
- Given your Vocational Themes™ and tasks you would like to do, what employers did you/your team identify as possibilities?



CONDITIONS, ACCOMMODATIONS & DISCLOSURE: OBJECTIVES

- Update Blueprint for Employment
- Define and discuss
 - Conditions of employment
 - Job accommodations
 - If, when and how to disclose sensitive information

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ASSIGNMENT 2 WORKSHEET



UPDATE YOUR BLUEPRINT

Take out your Blueprint

- Update Section 2
 - Contributions (interests, skills, tasks, positive personality traits)

Review Section 1

- Any updates or changes to make?

5 BLUEPRINT FOR EMPLOYMENT

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

JOB SEARCH TEAM		
Person	Relationship	Contact information

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

EMPLOYMENT BLUEPRINT



SESSION THREE
CONDITIONS



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CONDITIONS OF EMPLOYMENT

- **Conditions** are elements or circumstances you need to be successful
- **Preferences** are elements that you want or think would be nice to have
- The more conditions for employment you have, the longer it will probably take to secure employment.

QUESTION:

What might be going on in someone's life that could impact his/her conditions for employment?



YOU DECIDE: CONDITION OR PREFERENCE

- Finding an employment location on a bus line (if you use public transportation)
- Having your own office
- Getting paid minimum wage or higher
- Reporting to a supervisor you like
- Other?

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.

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

Very important	Important	Not very important	
			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.

ACTIVITY 14 WORKSHEET



CONDITIONS AND PREFERENCES: ELEMENTS TO CONSIDER

ELEMENT	DESCRIPTION
TIME	When it occurs
TASKS	What you do
SETTING or ENVIRONMENT	Where you do it – outside, inside, noisy, quiet
PACE	Speed
EXPECTATIONS	Supervisor, co-workers, customers
COMMUNICATION	Sending or receiving information

WHAT ARE YOUR CONDITIONS?

- **YOU:**
Tell a partner what each of the elements of work need to look like for you, in order for you to be at your best.
- **PARTNER:**
Is the description a condition or a preference?

Is each of these conditions or preferences very important, important, or not very important?

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			Pace or speed of work.
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			Expectations of a supervisor, co-workers or customers.
			Communication.

ACTIVITY 15 WORKSHEET



SESSION THREE

REASONABLE JOB ACCOMMODATIONS



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JOB ACCOMMODATION

- A job accommodation is a reasonable adjustment to a job or work environment that makes it possible for an individual with a disability to perform their job duties.
- It is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

Accommodations are not
disability specific.

They are people and job specific.



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EXAMPLES OF ACCOMMODATIONS

- Physical changes (ramps or modifying work stations)
- Adjusting work schedules or job restructuring
- Special equipment, devices or software
- Providing quiet work spaces to reduce distractions
- Services to ensure an employee can participate fully in meetings, seminars, etc., such as a sign-language interpreter or a reader
- Additional training
- Paid or unpaid leave needed due to the disability

ACCOMMODATION SCENARIOS



Lisa is 4'9" tall. She needs to regularly stock supplies on the top shelf of a utility closet.



It's Harry's turn to take notes for his team. He has trouble with short term memory.



Janita's job starts at 8am. She just started taking new anxiety medication that is making it difficult for her to wake up in the morning.

SESSION THREE
DISCLOSURE



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WHAT IS DISCLOSURE (ON THE JOB)?

- Disclosure refers to releasing personal and private information to an employer or someone else at work for a specific purpose.
- Disclosure is a very personal decision – and one that deserves thought and reflection.

DISCLOSURE TRUE OR FALSE?

If you don't disclose when you are hired, you can't disclose later.



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.

ACTIVITY 16 WORKSHEET



DISCLOSURE TRUE OR FALSE?

If you choose to disclose, an employer is required by law to provide you with the specific accommodation you request.



DISCLOSURE TRUE OR FALSE?

An employer should provide you with an accommodation whether you disclose or not.



DISCLOSURE TRUE OR FALSE?

If you disclose a disability to an employer, you can never be fired.



DISCLOSURE TRUE OR FALSE?

If you communicate using sign language, you should bring a friend with you to an interview so he/she can interpret for you.



DISCLOSURE TRUE OR FALSE?

You should only disclose if you have a visible disability.

People with hidden, or non-apparent, disabilities should never disclose.



TO DISCLOSE OR NOT TO DISCLOSE

- Why might someone choose to disclose a disability to an employer?
 - What are the benefits for the individual?
 - What are the benefits for the employer?
- Why might someone choose not to disclose a disability to an employer?



TOP REASONS PEOPLE DISCLOSE

- To ask for job accommodations
- To receive benefits or privileges specifically for people with disabilities
- To explain any circumstances that could be misinterpreted as “unusual” or “out of the ordinary” to an employer
- To help an employer meet federal hiring requirements or receive tax credits

TOP REASONS PEOPLE CHOOSE NOT TO DISCLOSE

- Concern about being fired or not being hired
- Concern about being treated differently by supervisor/co-workers
- Concern that the employer may focus more on the disability than on actual work performance/abilities
- Fear that opportunities for promotion will be more limited
- Concern about losing or not receiving healthcare benefits
- Concern that one's supervisor would not be understanding/supportive
- Concern about being viewed differently by supervisor/co-worker
- A belief that the disability does not have an impact on ability to perform the job
- A desire to keep the disability private

IF YOU CHOOSE TO DISCLOSE...

Consider who needs to know:

- Immediate supervisor?
- HR representative?
- Co-workers?
- Other?

WHEN IS THE RIGHT TIME TO DISCLOSE?

- Disclose disability-related information **only** as necessary
- Consider what you need...and when
- If you are working with an employment specialist, discuss what disability information you're comfortable with **them** sharing about you



HOW TO DISCLOSE (FRAMING SENSITIVE INFORMATION)

- Be straightforward in your statements
- Discuss your disability briefly and in a positive light
- Describe yourself by what you can do and your qualifications for the job, not by disability
- Articulate and demonstrate how you can perform the tasks the employer needs to have done

HOW TO DISCLOSE (FRAMING SENSITIVE INFORMATION) - CONTINUED

- Do not volunteer negative information
- Avoid medical terms or human service jargon as they can confuse and potentially scare the employer
- Emphasize current, positive activity rather than dwelling on past negative experiences

DISCLOSURE EXAMPLE #1

"I can sell insurance like nobody's business, and my sense of humor and smile make customers love me. I have arthritis in my hands, so I need text-to-speech software, but other than typing, my computer skills are top notch.

If I'm away from my desk and need to make notes, I always carry my phone and use voice memos, which get sent directly to my computer."



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DISCLOSURE EXAMPLE #2

"I have five years of experience in retail sales, and I hope to have many more, because I just love meeting new people.

I have a learning disability that affects my memory, so I find written instructions more helpful than verbal. Because I write so much down, I've gotten very good at taking notes and keeping organized."



WHAT'S WRONG WITH THESE DISCLOSURE STATEMENTS

1. “My disability causes me to work more slowly than my co-workers.”
2. “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.”
3. “I have an anxiety disorder and have been hospitalized a couple of times. I have a lot of trouble focusing.”
4. “I am a wheelchair user and have an interview next week. I’m worried your interview location will be not be accessible.”

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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.

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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>	

ACTIVITY 17

WORKSHEET



REVIEW OF SESSION THREE

- Conditions and preferences for employment are different.
 - Conditions are what you NEED for success
 - Preferences are “nice to have”
- Accommodations are reasonable adjustments made to help you perform your work successfully.
- Disclosure is a personal decision, but is a first step in requesting accommodations at work.

ASSIGNMENT #3

MAKING DECISIONS ABOUT DISCLOSURE

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- What information might you want to share?
- What are the pros & cons of disclosing?
- Why might you want to share this information?
- How might you frame it?
- When might you disclose?
- If you are working with a counselor or employment specialist, what information are you comfortable with them sharing on your behalf?

18 ASSIGNMENT #3: PERSONAL DISCLOSURE DECISIONS

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?	
Pros:	Cons:
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 them sharing with a potential employer?	

ACTIVITY 18 WORKSHEET



SESSION FOUR

THE ART AND SCIENCE OF NETWORKING



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THE ART AND SCIENCE OF NETWORKING OBJECTIVES

- Review assignment #3
- Discover how important personal contacts can be when looking for a job.
- Begin to develop and practice a “networking pitch” to use in your job search.

REPORTS FROM ASSIGNMENT

- What pros and cons did you identify in disclosing your disability/other personal information?
- When might you disclose?
- How would you frame it?
- If you are working with a counselor or employment specialist, what information are you comfortable with them sharing on your behalf?

18 ASSIGNMENT #3: PERSONAL DISCLOSURE DECISIONS

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?	
Pros:	Cons:
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 them sharing with a potential employer?	

ACTIVITY 18 WORKSHEET



SESSION FOUR
MAPPING PERSONAL
CONTACTS



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DID YOU KNOW?

About 80% of all jobs are never formally advertised!

If employers don't advertise, how do people find their jobs?

Think of at least 3 different ways people find jobs.



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GIVEN THE CHOICE

- People are almost always more willing to hire someone that is recommended to them by a colleague or a friend.
- About 60% of people looking for employment find a job with the help of friends, family members, and acquaintances.

WHO DO YOU KNOW THAT GOT A JOB THROUGH:

- Friends
- Family
- Teacher, Counselor, Other Helper
- Community



21 MAP YOUR CONTACTS

Friends	
Family	
Teacher/ Counselor/ Other Helper	
Community	

ACTIVITY 21 WORKSHEET



MAP YOUR CONTACTS

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FRIENDS

- Where do your friends work?
- Where do their friends work?

FAMILY

- Where do your family members work?
- Who does your family know?
- What community connections do they have?

TEACHER/COUNSELOR/ OTHER HELPER

- If you are in school, who are the teachers you see frequently?
- Do you have a case manager, counselor, or someone else you see frequently?

COMMUNITY

- Do you know any neighbors well?
- Do you belong to any groups? Church?
- Businesses you frequent?

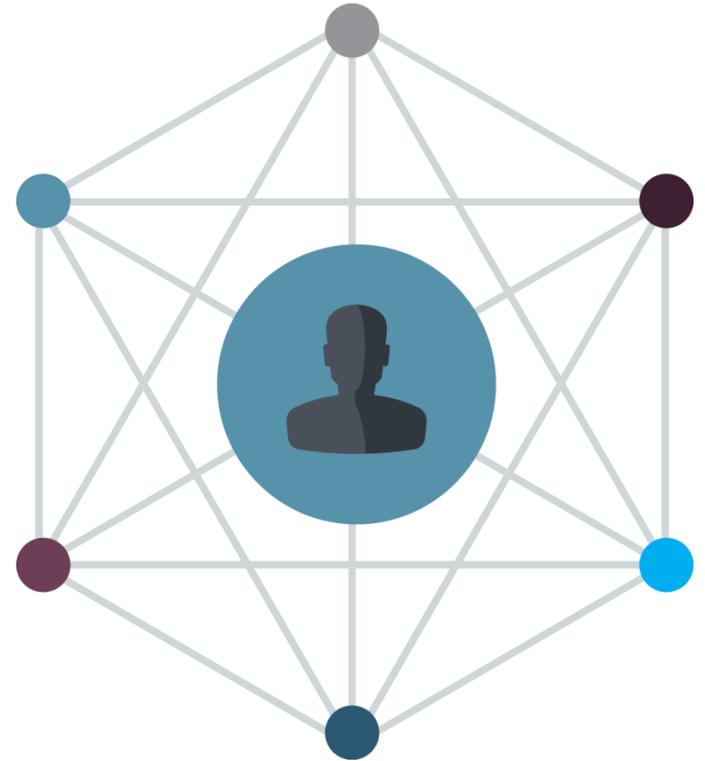
CASUAL CONTACTS

- What businesses do you or your family frequently use in your community for groceries, clothing, auto repair, home services and/or other purchases?
- Do you or your family know anyone who owns a business? Do you think they would be willing to network for or with you?



NETWORKING IS...

- Interacting with other people to exchange information and develop contacts, especially to further one's career
- Letting other people know you are looking for a job



PLACES YOU MIGHT NETWORK

- At a formal event (a Job Fair)
- At an informal event (a neighborhood BBQ, the grocery store, etc.)
- An arranged event (an informational interview)
- Industry related events (a trade show, class, or training event)
- Other?

NETWORKING STRATEGIES

- Be prepared. Research the person or company you want to meet.
- Focus on getting to know the person for who they are – not for what they can do for you.
- Be confident. Know who you are...your positive personality traits, skills, interests, etc.
- Be positive and smile 😊.
- What else?

NETWORKING PITCH

A Networking Pitch is a tool job seekers use to quickly describe who they are, the type of job they are seeking, and what they can offer to an employer... to anyone who might be in a position to help.



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DEVELOP YOUR NETWORKING PITCH

- Smile and introduce yourself
- Name-drop if someone recommended you.
- State the type of work you are interested in doing
- Describe your skills or positive personality traits related to the type of work you are seeking
- Give an example of at least one success
- Make a specific request. (Ask for their advice, ask for an informational interview, etc. If you can, give an example of the types of tasks you could offer a company and how the company would benefit)
- Thank the person

NETWORKING PITCH

SAMPLE

“Hi! My name is Sarah Smith. Nancy, your neighbor, recommended I talk to you. I’m looking for a job that involves data entry.

I’ve been into computers since I was a kid, and my keyboarding skills are excellent. In fact, I scored first in my keyboarding class for speed and accuracy. I am primarily interested in doing data entry, maintaining data bases, or similar tasks on the computer.

Would it be possible to come by next week and learn more about your business?

NETWORKING PITCH

SAMPLE #2

Hello. My name is John Dough, and I'm interested in a career in baking. I'm wondering if you could help me? I'm going to culinary school in the fall, but in the meantime, I need to get some work experience. I'm good at working with dough, making pastry and decoration. My friends and family all ask me to make cakes on their birthdays! I'm hard-working and dependable. Would you, or maybe someone you know, be able to use someone like me for the summer?

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NETWORKING PITCH:

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:

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

ACTIVITY 22

WORKSHEET



ASSIGNMENT #4

- Finish mapping out your personal contacts and developing your Networking Pitch
- Practice your Networking Pitch on at least two new contacts. Be ready to do your pitch in class next time we meet.
- Update your Job Search Blueprint

SESSION FIVE

PULLING IT ALL TOGETHER: TAKING ACTION



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REVIEW OF SESSIONS

- Session 1 – Discovery and a different way to approach job search
- Session 2 – Interests and Contributions
- Session 3 – Conditions, accommodations and disclosure
- Session 4 – Networking
- Session 5 – Taking Action

PULLING IT ALL TOGETHER: TAKING ACTION

Objectives

- Practice Pitches
- Review Assignment(s)
- Update Employment Blueprints
- Plan for Next Steps

SESSION FIVE
PRACTICE YOUR PITCH



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NETWORKING PITCH:

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:

Smile and introduce yourself	
State the type of work you are <u>interested</u> in doing	
Describe your <u>skills</u> or <u>positive personality traits</u> related to the type of work you are seeking	
Give an example of the types of <u>tasks</u> you could offer a company (and how the company would benefit)	
Give an example of at least 1 success	
Thank the person	
Name Drop if someone recommended you	

ACTIVITY 22 WORKSHEET



TAKE OUT YOUR BLUEPRINT

- Review your Blueprint
 - Section 1 – Your Job Search Team
 - Section 2 – Contributions
 - Section 3 – Vocational Themes™
 - Section 4 – Conditions, Accommodations and Disclosure
 - Section 5 – Action Items

Refer to Section 5 of your Blueprint

- Consider at least 3 action steps you will take and share them with members of 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!

CONGRATULATIONS!!

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- You took a big step starting this workshop... and an even BIGGER step finishing it!
- Remember: Customizing your job search begins with you – but no one expects you to do it alone!
- Use what you learned during this Guided Group Discovery course to continue to grow and learn about yourself.
- Most importantly, never stop networking.

