

An Employment Toolkit for People with Intellectual and Developmental Disabilities

Getting to know myself

In this set, you and your teen will explore what their work strengths and skills are, learn what formal and informal supports are, identify their support needs, their learning style, and communication style, and compile it into one worksheet, called My Portfolio. Print and follow along with the information provided in the online tool for the teen to fill out:

- p 02. Work Strengths/Skills Inventory
- p 03. Work Support Needs Inventory
- p 04. Formal Supports
- p 05. Informal Supports
- p 06. Additional Job Accommodations
- p 07. My Learning Style & My Communication Style
- p 08. My Portfolio



Work Together NC



Work Together NC is a statewide initiative focused on the transition to adulthood for people with intellectual and developmental disabilities (IDD). Visit worktogethernc.com


Your one-stop resource hub for finding resources and services. Create action plans to achieve your goals in the areas of employment, postsecondary education, community living, and more.

Inclusion Works is a North Carolina Department of Health and Human Services (DHHS) initiative to increase Competitive Integrated Employment (CIE) opportunities for people with IDD. Work Together NC and WISE are collaborating with Inclusion Works to implement new processes across the State and expand Supported Employment services. The What's Next Employment Toolkit is being used in the employment assessment process to support individuals with developing their career development plans.

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Arriving on Time



Solving Problems



Following Rules



Being Friendly



Teamwork



Being inclusive




Creativity/ Ideas



Paying Attention to Details




Attention to health and safety



Using equipment / machines



Organization



Physical work (ex. lifting, loading)



Communication



Leadership



Following step-by-step directions



Using technology



Dependable (Others can count on you)



Passion / enthusiasm

WORK STRENGTHS/ SKILLS INVENTORY

Check off up to 5 things you are really good at:

- Arriving on time
- Solving problems
- Following rules
- Being friendly
- Teamwork
- Being inclusive
- Creativity/ideas
- Paying Attention to Details
- Attention to health and safety
- Using equipment/machines
- Organization
- Physical work (ex. lifting, loading)
- Communication
- Leadership
- Following step-by-step directions
- Using technology
- Dependable (Others can count on you)
- Passion / Enthusiasm
- Other: _____



Staying focused



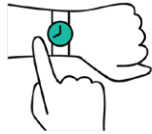
Solving problems



Following and understanding directions



Knowing what to do next



Knowing track of the time



Asking for help



Working too quickly



Staying organized



Using technology



Working in loud, bright, or crowded places



Teamwork



Staying in control of my mood or emotions



Knowing when a task is finished



Remembering everything I need to do



Managing stress



Working too slowly



Doing physical tasks



Communication

WORK SUPPORT NEEDS INVENTORY

Check off up to 5 things that can be hard for you...

- Staying focused
- Solving problems
- Following and understanding directions
- Knowing what to do next
- Knowing track of the time
- Asking for help
- Working too quickly
- Staying organized
- Using technology
- Working in places that are too loud, bright, or crowded
- Teamwork
- Staying in control of my mood or emotions
- Knowing when a task is finished
- Remembering everything I need to do
- Managing stress
- Working too slowly
- Doing physical tasks
- Communication
- Other:





FORMAL SUPPORTS



[Tips for Requesting Workplace Accommodations](#)



[What are Accommodations?](#)



[How and When to Request an Accommodation under the ADA](#)

Extra time for some tasks

More breaks

Written directions

Picture based directions

Object based directions

Checklists

Permission to have a job coach

Permission to sit or stand as needed

Permission to use sensory tools (Ex. noise-blocking headphones, light blocking hats, sunglasses, fidgets)

Materials at my reading level

Permission to use a digital assistant to stay organized (Ex: smartphone, ipad, apps)

Written scripts for interacting with customers
assistant to stay organized (Ex: smartphone, ipad, apps)

Special equipment for physical tasks (Ex. opening cans, lifting, tying knots)

A non-distracting, calm work space

“Formal” supports are called accommodations. Accommodations are adjustments to the job that are specific to your needs and enforced by law if deemed “reasonable.” You must disclose (share about) your disability with your employer to get an accommodation.

- Extra time for some tasks
- More breaks
- Written directions
- Picture based directions
- Object based directions
- Checklists
- Permission to have a job coach
- Permission to sit or stand as needed
- Permission to use sensory tools (ex. noise-blocking headphones, light blocking hats sunglasses, fidgets)
- Materials at my reading level
- Permission to use a digital assistant to stay organized (example: smartphone, ipad, apps)
- Written scripts for interacting with customers
- Special equipment for physical tasks (ex. opening cans, lifting, tying knots)
- A non-distracting, calm work space













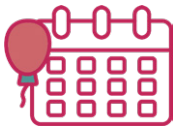




INFORMAL SUPPORTS

Ways your supervisors and co-workers can help you, without having to share about your disability.

 [Universal Design in the Workplace](#)

***Note: Depending on the employer and work setting, some of these supports may be categorized differently

 <p>Show my how to do it, don't tell</p>	 <p>Show me one step at a time, not all at once</p>	 <p>Respect different ways of communicating (speaking and non-speaking)</p>	<p>“Informal” supports are adjustments to the job that can be requested without disclosing (sharing about) your disability, but are not enforced by law. These supports often make the workplace better for everyone- not just those with disabilities!</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show me how to do it, don't tell <input type="checkbox"/> Show me one step at a time, not all at once <input type="checkbox"/> Respect different ways of communicating (speaking and non-speaking) <input type="checkbox"/> Provide tasks that match my strengths and interests <input type="checkbox"/> Tell me how long a task should take <input type="checkbox"/> Clear expectations <input type="checkbox"/> Help to decide which tasks to do <input type="checkbox"/> Notice when I am feeling stressed and remind me to use a wellness strategy <input type="checkbox"/> Help to create routines <input type="checkbox"/> Notice when I am feeling stressed and remind me to use a wellness strategy <input type="checkbox"/> Help to create routines <input type="checkbox"/> Reminders (sticky notes, signs, or spoken) <input type="checkbox"/> Humor and fun <input type="checkbox"/> Encouragement <input type="checkbox"/> Check to make sure I understand
 <p>Provide tasks that match my strengths and interests</p>	 <p>Tell me how long a task should take</p>	 <p>Clear expectations</p>	
 <p>Help to decide which tasks to do</p>	 <p>Notice when I am feeling stressed and remind me to use a wellness strategy</p>	 <p>Help to create routines</p>	
 <p>Reminders (Ex: sticky notes, signs, or spoken)</p>	 <p>Humor and fun</p>	 <p>Encouragement</p>	
 <p>Check to make sure I understand</p>			

ADDITIONAL JOB ACCOMMODATIONS

Find more support on JAN, Job Accommodation Network website.

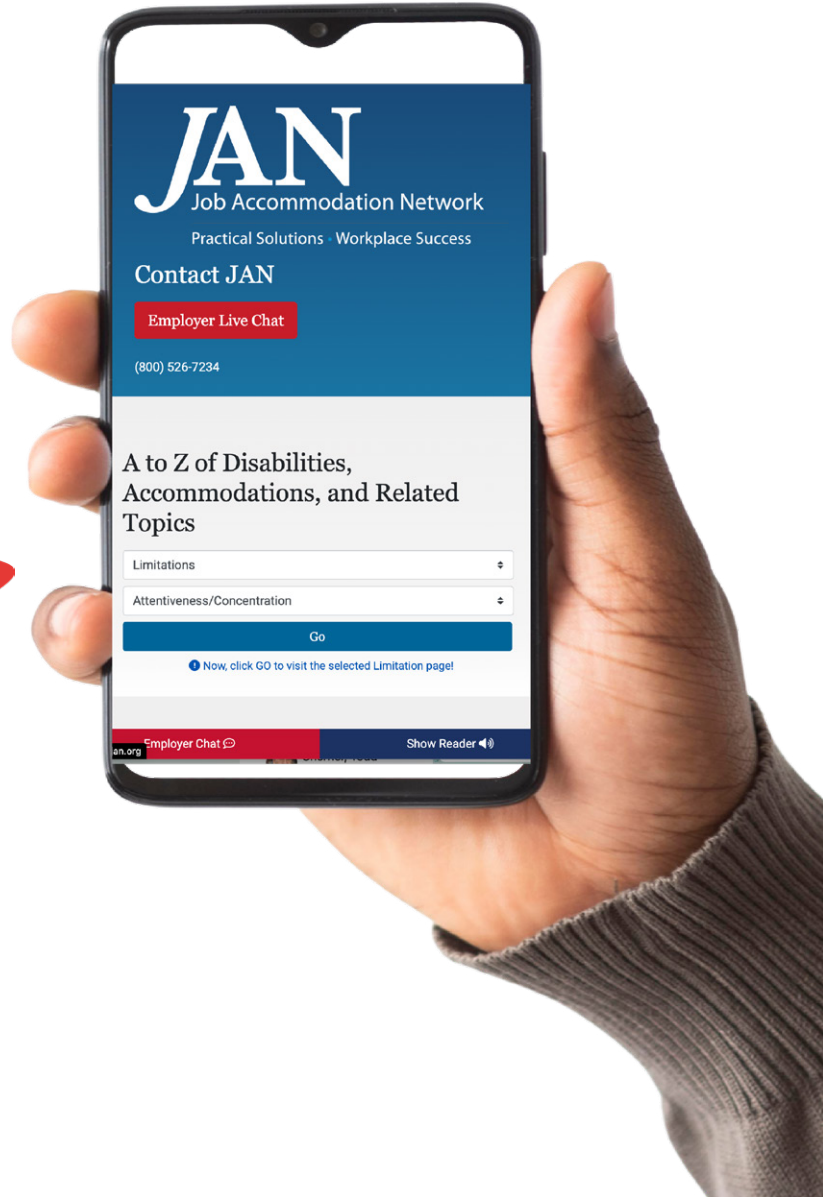
Pages 3-5 are a great starting point for figuring out what formal and informal supports could be a good fit for your needs, but there is so much more to explore on:

<http://askjan.org/a-to-z.cfm>

Use this link to search for accommodations that may benefit you and write some below.

HINT! You can search by disability, limitation, topic area, and more!

For example: If you struggle with attention you can click on "attentiveness/concentration" tab for accommodation recommendations.



Learning Styles



Hands on

I learn by doing. Practice and doing things over and over helps me.



Visual

I learn best with picture-based, object, video or written directions.



Watch and Listener

I learn best by watching others and listening to spoken directions.









Team Learner

I learn best as part of a fun, supportive, and social team.

Communication Styles

Communication is when people share ideas, feelings, or information with each other. In the workplace, communication is important because it helps people work together better. Good communication helps everyone understand each other, get tasks done, and solve problems together.

Mark which methods you use:

-  Alternative and augmentative communication (AAC)
-  Sign language
-  Gestures (i.e., thumbs up/down, head nod, pointing)
-  Writing
-  Typing or texting
-  Body language

MY LEARNING STYLE

Types of Helpful Supports for Me

Rank 1 is most helpful, 4 is least helpful.



— Hands on



— Visual



— Watch and Listen



— Team Learner

MY COMMUNICATION STYLE



Do you use spoken words to communicate?

- Yes, this is the main way I communicate.
- Sometimes, but it can be hard or unreliable.
- No.



Do you need a 1:1 aid to help you communicate?

- Yes, I do.
- Sometimes.
- No.



Is English your primary language?

- Yes.
- No.



Do you need an interpreter (for hearing, ASL, or language)?

- Yes.
- No.

MY PORTFOLIO

Use the template below to summarize the most important information about yourself that you want your current or future employer to know!

Name _____

ABOUT ME: Share about your interests, personality, or a fun fact!

MY STRENGTHS & SKILLS (P.2)

MY FORMAL SUPPORTS (P.3)

MY INFORMAL SUPPORTS (P.4)

WORK SUPPORTS NEEDS INVENTORY (P.5)

MY LEARNING STYLE (P.7)

MY COMMUNICATION STYLE (P.7)