

# Preparing to Work: Building Skills and Matching to Job Tasks

## DC Learners & Earners

Family Webinar Series Session 3

Presenters: Sean Roy and Dale Verstegen – YES! Center



**MEANINGFUL  
WORK**

+

**COMMUNITY  
INCLUSION**

# Today's Agenda

- Focus on Outcomes including Work Experiences
- The Preparation and Employment Phases of Career Development
- Determining Features to Benefits of a Job Seeker
- Use of Venn Diagrams to brainstorm Employment Opportunities
- Question and answer session

# Where Did We Leave Off?

- Employment is the Goal
- Families are playing a vital role
- Job Seeker has Career Goals / Themes
- What's Next?



# The Destination: Work Experiences



# Families Should Be There: Each Step of the Way



Discovery  
and  
Assessment



Job  
Development



Workplace  
Supports

# Discovery Process

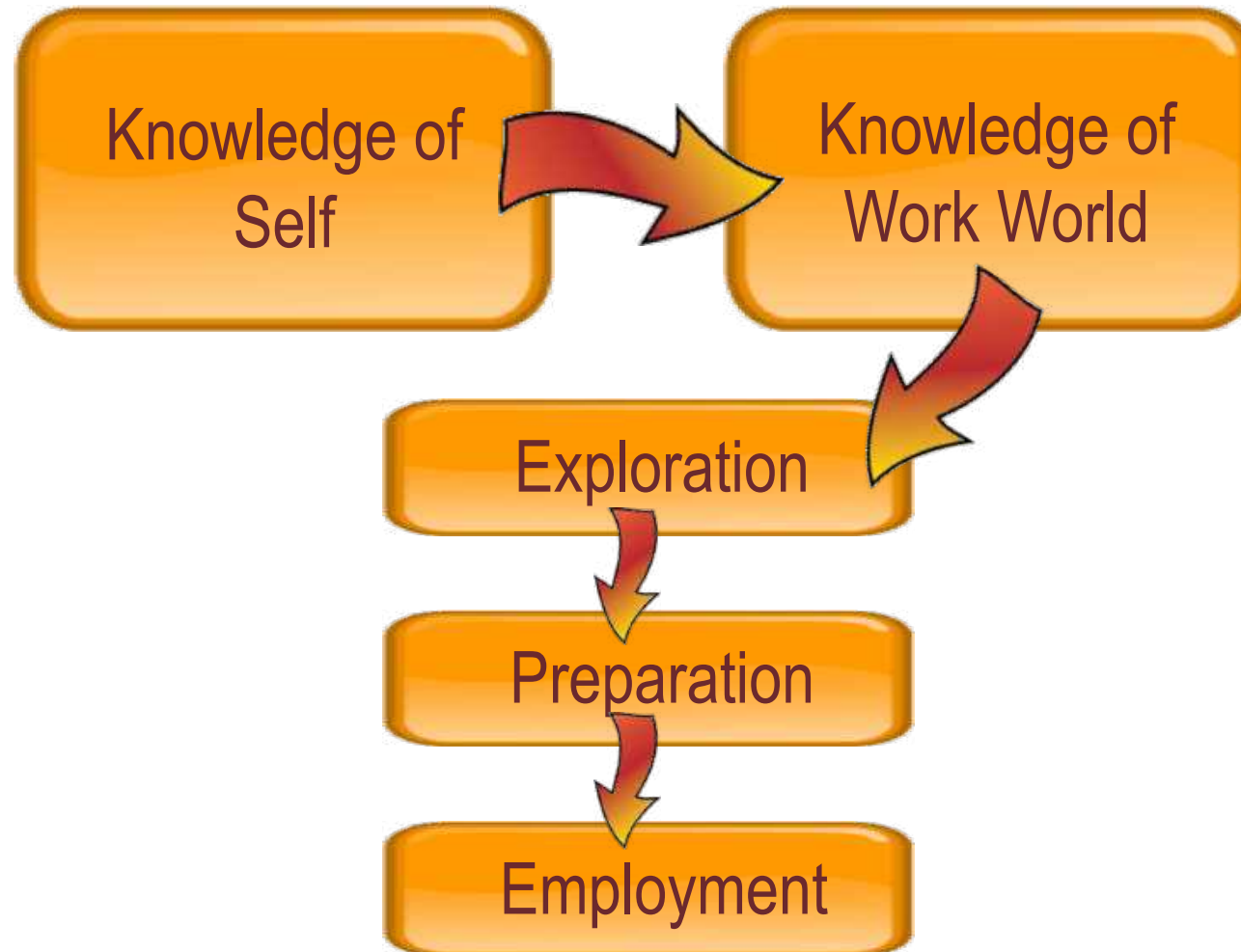
The question is not **whether** a person can work, but **where**.

Focus on skills,  
strengths, and  
dreams

Gather detailed  
information

Match to a  
existing or  
“customized” job  
in the community

# Phases of Career Development



# Preparation: Key Questions

- Access to skill training or career preparation?
- Access to individualized work experiences?
- What skills are needed to do desired job?
- How are those skills acquired?
- Are employment supports available?





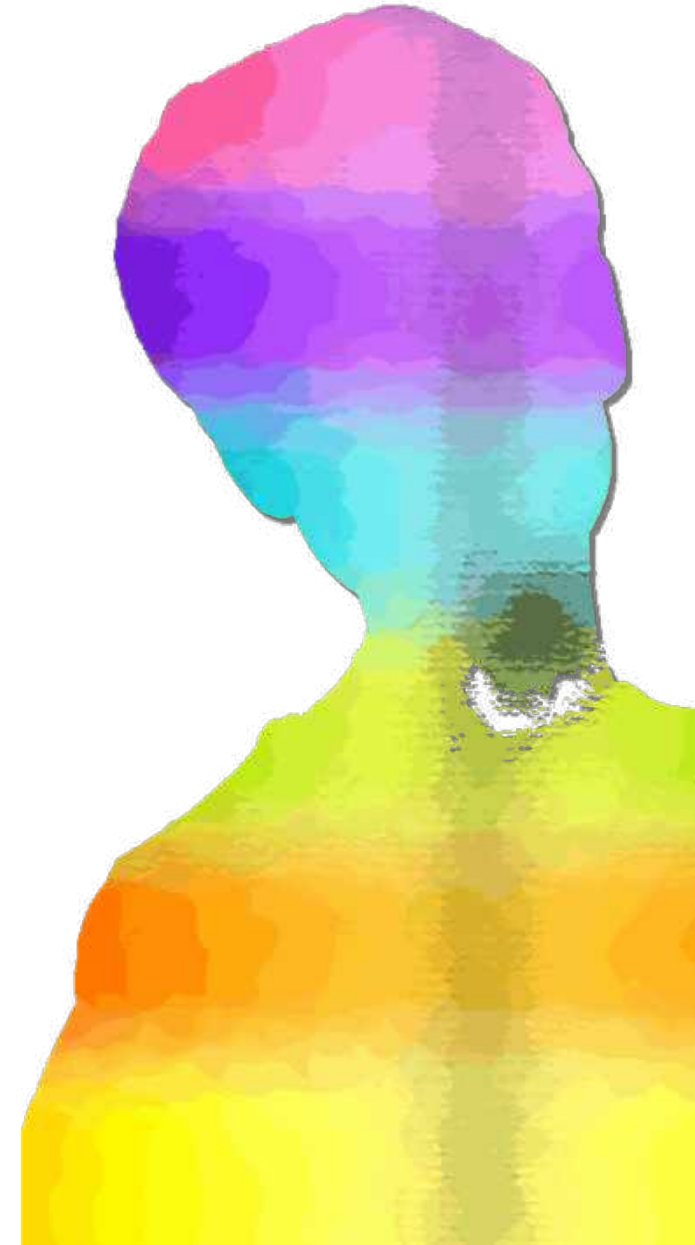


# Employment: Key Questions

- What paid or unpaid jobs have they had?
- Do work experiences connect with career goals?
- What jobs would they enjoy the most?
- What environments would they not be successful in?
- How can one job lead to another, and eventually to a career?

# PPP is the Link

- Values
- Interests
- Support System
- Talents, Skills and Knowledge
- Dislikes
- Creative Solutions and Accommodations
- Specific Challenges
- Learning Styles
- Positive Personality Traits
- Life & Work Experience
- Dreams and Goals
- Environmental Preferences
- Creative Possibilities and Ideas



# How Can a PPP be Used?

- Developing resumes
- Preparing for interviews
- Developing goals for an individualized plan
- Determining further assessments or work experiences
- Create a list of strongest FEATURES to later use as a selling tool
- Use the Features to Benefits Form

**Positive Attributes + Support = Clear Picture**

Activity:

# Case Study: Meet Stacy

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Complete Stacy's Features to Benefits based on the Positive Personal Profile

# Practice Should Take Place in the Community

**People should be able to try different jobs in the community.**

- See performance in actual work environments
- Identify and document support needs
- Helps determine skills, aptitudes, and alternate courses of action
- Allows for trying out different jobs

# Recommendations

- Complete assessments in several job sites
- Complete in natural work environment
- Ask job seeker about likes and dislikes and OBSERVE
- Match work environment to personality and support needs



# Families Answering the Right Questions

- What does a good life look like?
- Greatest skill or attribute?
- Greatest concern?
- On Social Security benefits?
- What type of job do you think they would be successful at?
- Do you have any contacts at local businesses we could speak to?

# What Do You Do With Information?

- Have the job seeker share his/her discovery information/profile
- Brainstorm potential employment situations, settings, job tasks that match preferences and skills- What “work” could the job seeker do? Where would this happen? Is self-employment, micro-business a desired path?
- Venn diagrams are a great tool to get the group “out of the box” and keep them focused on the job seeker



# Use Venn Diagrams to Generate Ideas

- Drop in a characteristic, a passion, a preferred environment, a skill, a previous experience, a job requirement such as close to home or no interaction with customers, etc.
- Only one thing in each bubble
- Center of the bulls eye = perfect place, perfect job
- Do multiple Venn Diagrams, each one different
- Open questions: What does this bring to mind for you?

# Jeff's Profile

- Very outgoing, great sense of humor
- Loves to help others- people jobs
- Loves “Sports” – weight lifter (Special Olympics), Health conscious, loves working out, has belonged to a gym for 15 yrs.
- Loves musical theater- being on stage, dancing, singing
- Experience stocking supplies, cleaning, sterilizing, assembling medical kits, folding towels
- Can write/read simple phrases, good number matching skills
- Doesn't like computers- except to watch YouTube
- Does chores at home- laundry, used to walk the dog, vacuums
- “Half Jewish”- strong interest in the culture

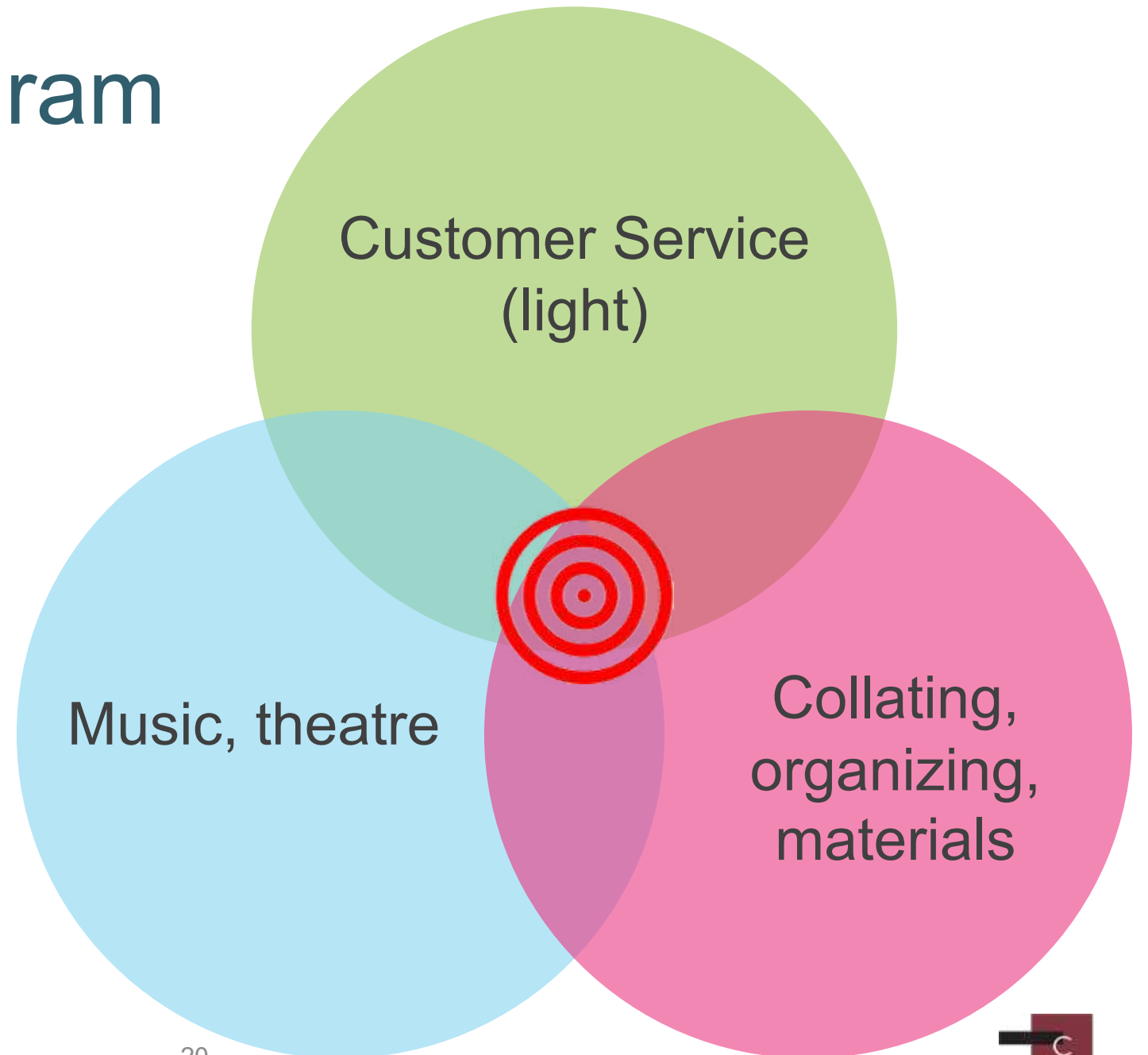
# Jeff's Venn Diagram

What is a good job for Jeff?



# Jeff's Venn Diagram (cont.)

Where does it take us?



# Jeff at Equinox

## Supports Maintenance team after the morning rush

- Collects and restocks towels through club
- Sanitizes yoga mats used for morning classes
- Straightens “prop wall”
- Cleans/stocks small studios
- Restocks “tea station”

# How Families Support Skill Building

- Always be looking to teach new skills
- Understand soft skills vs. hard skills (need both)
- Home is your best laboratory
- Advocate for skill building in the IEP
- Hold person accountable to do their best



# Interagency Roles and Responsibilities

**The interagency team should be able to support skill building and effective job match in the following ways:**

- Take the lead in the development and updating of the PPP
- Approach and negotiate with employers for community based assessments
- Fund community based assessments
- Provide or facilitate transportation
- Provide workplace supports when necessary



# Takeaways

1. Keeping your eye on the prize: Work Experiences
2. Determining a Job Seeker's Features helps define their potential contributions to an Employer
3. Venn Diagrams help to creatively brainstorm Work Experience and Employment Opportunities
4. Once career goals are established, the skills, abilities and tasks the person can contribute to an employer needs to be determined



# Other Webinars in this Series

Webinar 1: Defining a Good Life: Work Is Possible (June 9)

Webinar 2: Exploring Career Options: Where do They Want to Work? (June 16)

Webinar 4: The Power of Family: Finding the Right Employment Opportunity (June 30)



**Questions?**

# THANK YOU!

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# About TransCen

TransCen, Inc. is a national organization offering web-based and in-person training for state agencies, school districts, provider organizations, and others interested in meaningful work and community inclusion for individuals with disabilities.

Learn more about our work: [www.transcen.org](http://www.transcen.org)

Contact us at [inquiries@transcen.org](mailto:inquiries@transcen.org) for more information!



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