

# MISSION

**The mission of NDCPD is**

To provide service, education, and research which empowers communities to welcome, value and support the well-being and quality of life for people of all ages and abilities.



# VISION

**Our vision is that:**

- People with disabilities have the right to expect that services they receive will appropriately promote their independence, productivity, integration, and inclusion.
- People with disabilities have the same rights as all citizens.
- People with all abilities will be included in all aspects of life and receive services they need.



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## Employment Specialist Training



# TA/Training Topics

## DISCOVERY

- Discovery 101: How, when, where
- Identifying a job seeker's circle of support
- Person Centered Planning
- Creating a discovery profile
- Skills and interests assessments
- Gathering information in a short-term assessment
- Supporting soft-skills development (grooming, motivation, interpersonal, etc)
- Identifying support needs and/or assistive technology options
- Tools and ideas for supporting people who don't use words to communicate

## JOB PREP

- Transportation related options
- Effective resume writing
- Career portfolio development
- Video resume development

## JOB DEVELOPMENT

- Job development 101
- Customized employment overview
- Looking beyond "food, filth, and flowers"
- Developing your "pitch" for employers
- Marketing your client
- Effective informational interviews
- Community Mapping
- Non-traditional interviewing
- Environmental assessments
- Transferrable skills: Matching skills to opportunities

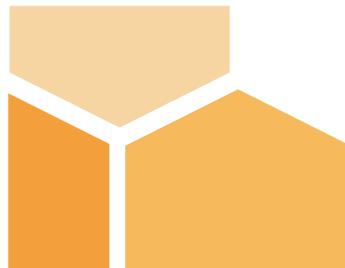
# TA/Training Topics

## COACHING AND RETENTION

- Coaching 101
- The role of the coach
- How to stop 'helping' and start empowering
- Setting up a successful job start
- Task analysis
- Systematic Instruction
- Identifying support needs
- Visual supports
- Building natural supports
- Fading: what it is and what it isn't
- Encouraging growth
- Supporting your employer

## OTHER TOPICS

- Goal Setting (team and individual)
- Assistive technology options
- Explaining services to stakeholders
- Organizational culture development
- Supporting people through challenging moments (aka 'behavioral supports')
- Labor rules and regulations



# Statewide Customized Employment Specialist Training

## PURPOSE OF TRAINING

The purpose of this project is to work with agencies to build capacity to deliver customized employment services for individuals with intellectual and developmental disabilities that lead to integrated competitive employment opportunities for those in day support and /or non-integrated environments.

