

SDEP Conclusion

1.1

Congratulations on completing the On-Line Modules for Self-Directed Employment Planning. This conclusion module will review all of the questions in the workbook. These modules were developed by Shannon Munn-Huff and Nancy Farnon-Molfenter through a collaboration with inControl Wisconsin with funding made available through the Wisconsin Board for People with Developmental Disabilities and we hope that it is helpful to you in planning for employment and getting a job.

1.2 About this Module

If you have already completed all or most of the workbook sections, you can look through your answers while you view this module. If you have not yet completed some or all of the sections of the workbook, you can complete the workbook now as you go through the slides of this module.

1.3 Section 1:

The Workbook Questions for Module 1: Everyone Can Work - History and Myths are:

1) Why do YOU want to work? *(you should circle all of the answers that fit for you)*

Earn Money
Be Productive
Meet New People
Learn New Things
Get Out More
Help Others
Other Reasons:

2) What are you worried about? *(you should circle all that fit for you)*

Won't Get Hired
Won't Be Able to Handle Job
Have No Way to/from Work
Might Lose Benefits
Won't Like the Job
Won't Like the Boss

Other Things:

3) Who are the people that support your desire to work? (make a list here)

1.4 Section 2:

The Workbook Questions that go with Module 2: A Working Life are:

1) How do you think work will help you?

Have More Money

Make New Friends

Be Healthier

Be Happier

Feel Better About Myself

Build Connections

Other Things:

Module 2 also helped you think about working for someone else (at a business) or working for yourself. The workbook has a chart that lists a few things for you to consider. You should put a star next to the descriptions in the chart that sound good to you.

Under working for a **business** you have that 'a schedule will be provided to you'. Under working for **yourself** you have 'make your own schedule'. You will look at those and decide which one sounds better and put a star next to one of those. Do the same thing for the next set. Either you 'make the same wage for each hour that you work' if you work for a **business**, or your 'wages depend on how much work you do or how much you sell if you are creating something for a business to sell'. The next one is 'the amount of money I make will be about the same each month' if you work for a **business** or 'the amount of money I make each month can change' if you have your own **business**. It's not as predictable. The next set is I 'follow directions from a boss at a job' or under work for **myself** I 'decide how much to work and when'. Last under work for a **business** you would be 'responsible for mainly your job and your job duties'. If you work for **yourself** you have 'responsibility for running the business or finding someone to help you'.

Once you put the stars in the chart total each side to see which one has the most stars. The one that has the most stars is the one that you might want to consider first. Either looking for a job at a business or thinking about starting your own business.

1.5 Section 3:

The Workbook questions that go with Module 3: Thinking about YOUR Future are:

- 1) Where do you like to go? (you should list a few places)
- 2) What do you like to do? (you should list a few things)
- 3) What are you good at doing? (list as many as you can think of)

Then, you will look at the list of places you like to go, things you like to do, and things you are good at doing. This page will give you an idea of what your Interests & Transferrable Skills are and types of places you might want to work. Transferrable Skills are the things you are good at doing that might be similar to tasks you can do for pay at a job.

- 4) What do you want to think about in terms of the support you need in the community, at home, and at jobs or volunteer placements. Things such as what do you do on your own, who helps you, and how do they help you?

The chart you fill out in this section can help you figure out the types of things you might need help with at a job and get additional ideas about where you might want to work and the type of job that will match your interests and skills.

- 5) What kinds of jobs do you know about that can use your interests and skills? (you should list a few)

From the list you created, what are your top 2 choices?

- 1.
- 2.

- 6) For the jobs you are interested in, what is the starting pay in your area?

You might need some help to look that information up or ask around to some people that you know and then you will list in your workbook the approximate amount per hour that people usually get paid when they do that type of work.

- 7) If you want to be self-employed, how much money do you think you can earn from your business each month?

- 8) Do you want to work somewhere there is opportunity to advance and earn more money?

- 9) Do you want a job with benefits?

If so, which ones are you most interested in. You will check all that apply. The benefit options that are listed under number nine include:

Paid Vacation Time

Paid Sick Time

Health Insurance

Dental Insurance

Short Term Disability Insurance
Long Term Disability Insurance
Flex Spending
Retirement
Pension
Other:

10) Next, you are asked to consider your ideal conditions for work. There is a chart that lists some things for you to think about. Those include:

Type of work:
Hours per week I want to work:
Days of the week:
Times of day:
Location/part of town:
Large, medium-sized, or small business:
Level of teamwork (limited, medium amount, a lot):
Amount of variety (a little, a medium amount, a lot):
Wages/Benefits:

It will be important to find out if the types of jobs you think you want match with your ideal conditions. Once you complete the chart you should go back up and circle the things on the list that are most important to you. You can consider these to be your 'non-negotiables- or the things you feel you must have at your job. Just remember, these things can change over time and you can decide to try a job even if all the things you circled aren't met.

11) How do you want to check out jobs? *(you should check all ways that sound good to you)*

Talking to someone at my High School
Visiting the local Job Center
Meeting with someone at my local Community College
Searching on the computer
Talking with people I know about what they do
Asking one or more businesses for tours
Making calls to set up informational interviews
Contacting businesses to set up job shadows
Asking one or more businesses to do a working job tour (to try out jobs)
Other ideas I have:

12) What help will you think you will need with the things you checked above: *(circle all that fit you)*

Finding Businesses
Making Calls
Using a Computer

Getting to Meetings
Help at Meetings
Gathering Information
Other:

13) Who will you ask to help?

1.6 Section 4:

Hopefully, completing Module 3 helped you think about your interests and skills, the types of places you might like to work, the type of job you might want, and ways to check out jobs in your area. The questions that go with Module 4: Overcoming Barriers to Employment include:

1) After listening to Module 4, What do you think your barriers to employment are: (*you should check all that you feel apply to you*)

Lack of Work Experience
Not sure what I want to do
Little or No Education/Job Training
Lack of Transportation
Need for Assistive Technology (Equipment)
Other:

2) From the things you checked above, how do you think you can work to overcome your barriers to employment by (*you should circle all that sound good to you*)

Creating a Resume or developing a Portfolio
Volunteering
Seeking an Internship or Work Experience
Going on Business Tours
Setting up Informational Interviews or Job Shadows
Asking about Requirements for Jobs
Looking into Job Training
Getting Information about Transportation Options
Talking to Someone about my Assistive Technology Needs
Other:

3) Next, you will list:

Things that you have done:
Where you did those things:
Skills you developed:

By completing that chart you can use the information to develop a resume or employment portfolio using the “functional” format that is based on the skills you have and the things you can do for an employer. Resumes and Portfolios can be paper or electronic.

4) For the kind of job you want, what kind of education or training do people have to have?

You can place any information that you know here or ask someone to help you look it up.

5) Once you've done number four figure out what kind of training or education you will need to reach your employment goal.

6) Who do you want to talk to about addressing your education or training needs (*you should circle all that apply to you*)

Disability Resource Services at the College

My teacher or someone else at my high school

The Division of Vocational Rehabilitation (DVR)

My family members or friends

My Care Manager, Case Manager, IRIS Consultant, or Support Broker

Other People:

7) What transportation options do you have available to you? (*circle all that you have*)

Bus

Taxi

Ride Share program

Friends & family - If you have friends & family who can drive you, you will list those people.

Driver's license and my own car

Specialized transportation

Support provider

Other:

If you are not sure about any of the transportation options listed above, you can ask someone to help you check into your options and help you figure out how you can get to and from a job.

8) Do I want to explore how using Assistive Technology or Adaptive Equipment might help me at a job? Yes or No

If yes, how would you like to look into getting adaptive equipment? (*you should check all that apply*)

Meet with the Assistive Technologist at the Independent Living Center

Talk with my high school transition coordinator or special education teach

Talk with my Disability Resource Services staff at the college
Talk with my Case Manager, IRIS Consultant, or Support Broker
Meet with my DVR Counselor
Research options on line using AbleData or Job Accommodation Network
Other:

1.7 Section 5:

Section 5 Dealing with Public Benefits. Remember, as you plan for employment, you should set up an appointment with a Work Incentives Benefits Specialist in your area. The Resource Guide that goes with the on-line modules has information about what those people do and where to find one. Taking the information you write down in this section of the Workbook will be helpful to getting your Benefits Analysis completed. This is a very important step in your employment planning process. Get help with this step as needed.

The questions that go with Module 5: Dealing with Public Benefits are:

1) What benefits do you have? *(you should check all that apply)*

Supplemental Security Income (SSI) and Medicaid
Medicaid through Medicaid Purchase Plan (MAPP)
Medicaid through another source (for example through the county economic support office)
Social Security Disability Insurance (SSDI)
Medicare
Housing assistance
Heating Assistance
Food Share
Other:

For benefits you get, you will list the amount per month. If you are not sure what benefits you have or the amount you get, ask someone to help you find out.

2) Do you want to ask your DVR counselor to include Work Incentives Benefits Counseling in your employment plan with DVR? Yes or No
The workbook also has a place for you to explain why you said yes or no to this question.

3) Where is the nearest Work Incentive Benefits Specialist(s) to you?

You may need to look up resources for the Resource Guide that goes with the on-line modules to find one near you.

4) What are your biggest concerns about your benefits?

5) How many **hours per day** do you want to work? You should circle your ideal number from the list provided (ranges from 2-8 hours).

6) How many **days per week** do you want to work? Circle your ideal number (ranges from 1-6 days).

7) How many **hours per week** do you want to work (ranges from 10-40 hours)?

Once you have these questions answered then, you will take your ideal number of hours per day and your ideal number of days per week and multiple to get your ideal number of hours you want to work each week. There is a place in your workbook to calculate this.

8) How much money **per hour** do you want to make based what you know about the jobs you are interested in this part of the workbook (ranges from \$7.25-\$13 or more)?

9) Next, you will calculate your Approximate Monthly Income (use the chart provided in the workbook with help as needed). This will help you calculate about how much money you will make each month when you reach your employment goal. It is approximate and the exact amount will vary based on the job you get, the hours you work, the days per week you work, and the amount of money you make per hour. This information will also be useful for your benefits analysis. The Benefits Specialist can help you see how much extra money you will have by working the kind of job you want each month.

10) What things in life do you want that require extra money?
What would you like to do or have?
What is the cost of those?

By listing those here you can think about the extra money you want to make and what you would be able to do with it.

The last part of section 5 in the Workbook asks you to look at the list of Work Incentives available to you based on whether you get SSI or SSDI. You should read through the list with help as needed and check any that you want more information about. Remember, these incentives are in place to help you to be able to work.

1.8 Section 6:

Section 6: People to Help. The questions that go with this section are:

1) Who are the people you want to have on your employment planning team? There is a chart for you to list family members, friends and professionals.

2) What are the things you will need help with and who will help you?

There is another chart in your workbook where you will choose what steps you think you will need help with in your employment planning and who you think will help you

with those. You will be able to put a checkmark or an 'x' in a column if you still need to find someone to help you with that step.

The Steps to Employment that are listed include:

Figuring out what you like to do and what you are good at doing
Deciding what kind of job you want
Figuring out connections you can use
Setting up informational interviews/job shadows/internships
Applying for jobs
Learning to do your job
Ongoing support at work
Coordinating your meetings

3) Based on what you and your team want to do and how quickly you want to get through the planning process, how often do you want your team to meet? (*you should circle the one that sounds good to you*)
bi-monthly (2 times per month)
monthly
every 6 weeks
every 2 months

1.9 Section 7:

The Workbook questions that go with Module 7: Understanding Employment Supports are:

1) What information do you want in your Plan for Employment? (*you should circle all the things you want in your plan*)

Your Interests
Your Skills
Assessment Results
Kind of Job You Want
Hours You Want to Work
Money You Want to Make
Where You Want to Work
Your Job Development Plan
Your Job Coaching Plan
Your Ideal Conditions for Work
Other things you want in your plan:

2) Job search tools you want to have: *(you should circle all the things you want to have)*

A Paper Resume with Only Words

A Paper Resume + Pictures

An Electronic Resume with Words

An Electronic Resume + Pictures

A Job Search Portfolio or a hard copy of something that you carry around

An Electronic Job Search Portfolio that you could play on your computer or electronic device

Additional Job Search Aids:

3) Who will you ask to help you create these?

4) How will you figure out what type of job you want that will match your interests and skills? *(you should circle all the ways you think you want to use)*

This Workbook

Discovery Process

Vocational Assessments

Job Shadows

Internships

Informational Interviews

Service Learning/AmeriCorps

Other Ways:

5) How do you want to go about job development? *(you should circle all you might want)*

Use Connections (yours and your team member's)

Informational Interviews

Job Shadows

Customized Employment

Corporate Job Development

Create a Business Plan

Other Ways:

6) What support do you think you will need to learn a new job? *(you should circle all things you might need help with)*

Support Setting Up Job Schedule

Understanding Job Tasks

1:1 Job Training

Meeting Co-workers

Creating Job Adaptations or Modifications

Gathering Materials to do your Job each day

Technology for Assistance
Other things:

7) How long do you think I will need support at work? (*you should circle your **best guess***)

- 3 months
- 6 months
- 9 months
- 12 months
- Longer term
- Not sure

1.10 Section 8:

The questions that go with Module 8: Understanding Resources for Employment Supports and Advocating for What You Need are:

- 1) What classes, extracurricular and work related experiences are you involved in?
If you need help, who helps you?
Where does **the funding** for your support come from? (School, DVR, IRIS, MCO)
What other things would you like to try?

There is a chart in the Workbook where you will answer these questions for various categories. Those categories include:

- Classes and Activities at high school or college
- Community Activities and Volunteering
- Work Related Experiences

If you do not know where the funding for your supports comes from, ask someone to help you find out. You can advocate for yourself by sharing the list of things you want to try with your teachers, family, case manager, and others on your support team.

- 2) What would you like to find out more about in terms of funding for employment support services through: (*you should check all that apply from the list*)

- School
- DVR
- MCO
- IRIS
- County
- Family support

3) What else do you want to know about resources and options for employment supports & who can you ask?

There is a chart in the Workbook for you to list your questions and people you can ask.

1.11 Sections 9 & 10:

Sections 9 and 10: Getting the Help You Need. The questions in the Workbook that go with Modules 9 and 10 include:

1) What parts of the employment planning process can you do on your own (or with the support of your family), and what parts will you need help from an agency, or individual employment supports to complete?

There is a chart on the Workbook for you to use. *(You should put an X in the right box for you)*

For each parts of the Employment Process, you will decide:

I can do this on my own or with the support of my family

I would like help from an Agency

I would like to hire Individual Employment Support

The parts of the Employment Planning Process Listed in the chart are:

Assessment: Deciding what you want to do and what your skills are

Job Development: Finding a job that matches your skills and interests

Business Planning (if you want to start your own business): Figuring out how my business will be successful and writing a business plan

Initial Job Training: Learning the tasks for your job or business

And, Ongoing Support: Help for you to stay successful at work

2) If you are interested in working with an agency, how will you get information about my options? *(you should circle all that you want to use)*

DVR

ADRC

MCO

IRIS

School

Friends and family

On-line, visiting agency websites

Other:

3) Will you be able to gather information about your options and make contacts on your own or will you need help? *(you should circle what you feel fits you best)*

4) If you need help, who will you ask to help you? *(list one or more people here)*

5) Will you be able to interview providers or individual employment supports on your own or will you need help?

Remember, there are sample interview questions in the Resource Guide. You can use those or create your own questions when hiring an agency or individual employment supports.

1.12 Your Employment Goal & Planning Chart

The last part of the Workbook is for you to decide what your goal is going to be and what help you need with your planning process. All of the answers you have written down in your Workbook are part of your Employment Plan. Now, it is time to write down your employment goal.

What kind of job do you want?

How many hours per week do you want to work?

How much money do you want to make at your job each month?

There are some tips for planning for employment in your Workbook:

Prepare ahead of time for your meetings.

For each meeting, think about what has happened since the last meeting and decide what you want to talk about.

Think about who you want to invite to each meeting.

You can look back at the information in Section 6 of this workbook to remember who is on your Employment Support Planning Team.

It might be helpful to write out a list of the things you want to talk about or create an agenda before the meeting. You can get help with that if you need it.

At your meetings:

Share the progress you have made on your employment plan since the previous meeting.

Ask your team members to talk about the things they have done to help you since the last time you met.

You can use the Employment Planning Chart to keep track of the steps you and your team will take. Bring this chart to each meeting and fill it out with your team.

Each time you meet, you and your team should look at the chart from the meeting before and figure out what you have done already and what your next steps will be.

You and your team can make copies of the blank chart and use it as many times as you need to.

Set up your next meeting date, time, and place at the end of each meeting.

Remember, planning for and getting a job takes some time and some work. You can use the Team Planning form at the end of the Workbook to keep track of your progress and help your team meet the targets you set. There is also a page at the end of the Workbook for any notes you and your team members want to make.

**Good luck with your employment planning process!
We hope to see you on the job very soon!**