

WELCOME!

The event will begin shortly.

Please turn off your video and mute your microphones.

TRANSITION TO WORK: EMPLOYMENT PREPARATION WORKSHOPS FOR PERSONS WITH DISABILITIES

TUESDAY MAY 4TH, 9:30AM TO 2:30PM

SESSION 1: How to Disclose your Disability using a Strengths-Based Approach

SESSION 2: Arranging Accommodations in the Workplace & Job Opportunities in Ontario Public Services

SESSION 3: Virtual Resource Fair – where you can meet community organizations that help persons with disabilities to gain employment



For more information, please visit careers.humber.ca/transition-to-work

Transition To Work 2021: Employment Preparation Workshops for Persons with Disabilities

May 4, 2021



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HUMBER

ASL Interpreters

If you require the use of an American Sign Language Interpreter for today's sessions, please:

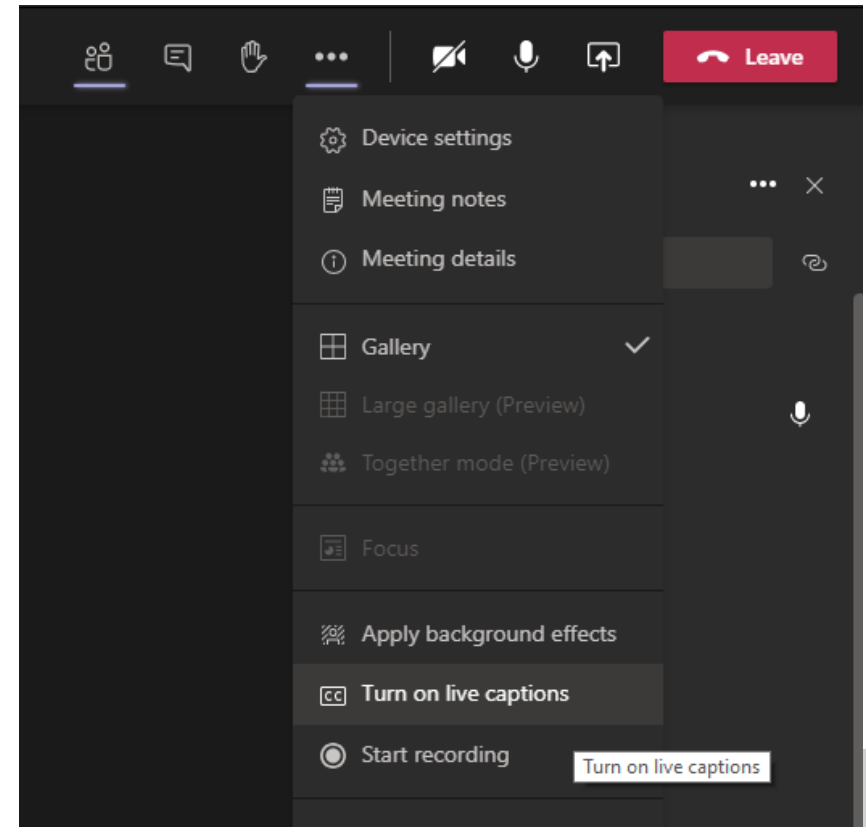
1. Find the interpreter's name – Jodi and/or Mel
2. Right click on their video box and select "pin"
3. The interpreter's video will be enlarged and will be visible on Teams throughout the session



Other Reminders



- Most workshops will be recorded
- Auto-Captioning
- CCR certification
- Feedback Survey



Participation Guidelines



- Want to make sure we answer all your questions!
- To ask a question, you can type it in the Chat and we will do our best to answer them during the workshops when appropriate
- For any questions we cannot get to, we will compile a FAQ resource on the TTW website in the coming weeks
- Please keep your chat comments polite and respectful

Welcome!

Brought to you by Humber and Guelph-Humber's **Transition To Work Committee:**

- Accessible Learning Services
- Advising and Career Services
- Community Employment Services
- NEW! Partnership with Seneca College



The Transition To Work Committee

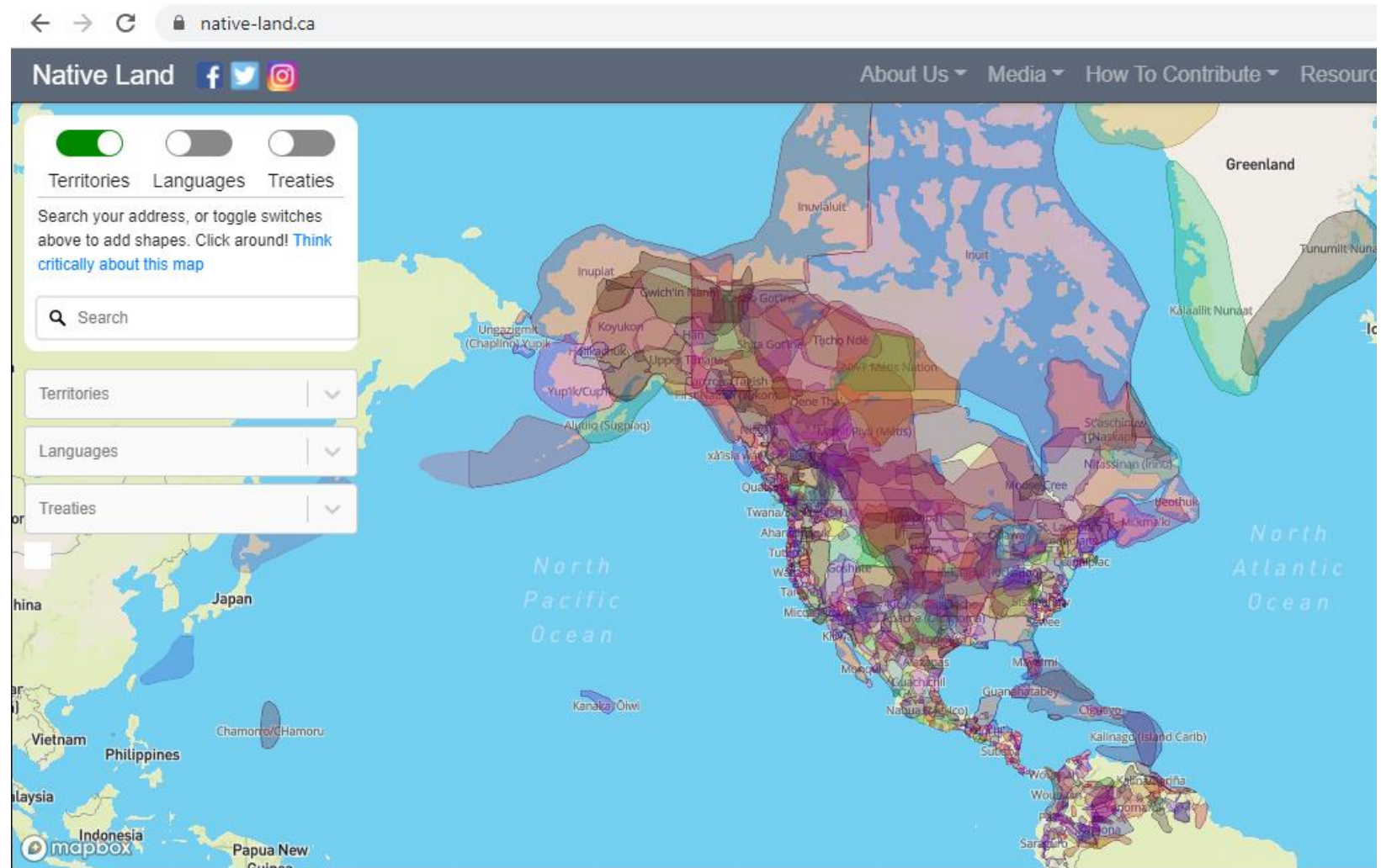
TTW Committee develops and runs events on campus that help equip individuals with disabilities with the knowledge and skills needed to make a successful transition into the workforce.



Land Acknowledgement

Please visit:

native-land.ca



Agenda

Time	Activity
9:30am - 10:00am	Welcome, Overview, Opening Remarks
10:00am - 11:15am	Workshop 1: How to Disclose your Disability using a Strengths-Based Approach
11:30am - 12:30pm	Workshop 2: Arranging Accommodations in the Workplace / Job Opportunities in Ontario Public Services
12:30pm - 12:45pm	Wrap-up, Questions
1:00pm - 2:30pm	Workshop 3: Virtual Resource Fair – meet some community organizations!

Some Disability Statistics

1 in 5

50% vs 80%

Mental Health,
Chronic Pain,
Mobility

3,700+

Disabilophobia

Cognitive
Overload

Co-Curricular Record



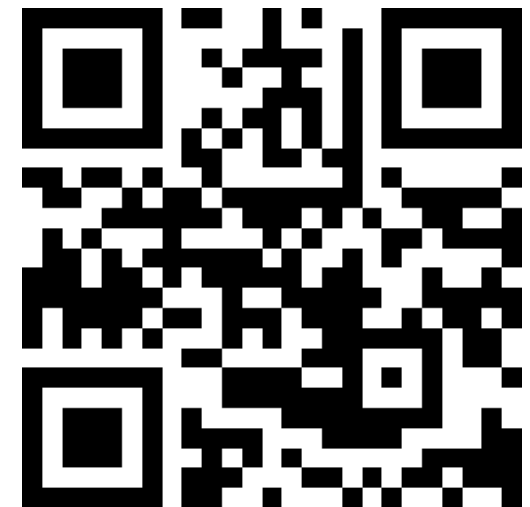
- Students from **Humber or Guelph Humber** attending today's **LIVE workshops** can add to their **Co-Curricular Record**
- Workshops 1 and 2 are CCR Certified
- You will have to attend the workshops until the end
- At the end of each workshop, we will post a link in the chat where you can fill out your **Name** and **Student Number**
- Any questions regarding CCR Certification please email CCR team at ccr@humber.ca
- Watching a recorded session will not be considered for CCR

Feedback Survey

If you are only attending this one workshop today, please complete our quick online survey to provide your feedback:



- Click the link in the chat
- tinyurl.com/TTWork2021
- Scan this QR code:



Workshop 1: How to Disclose Your Disability at Work - Strengths-Based Approach

Presented by Jeff Szmyr, M.Ed.
Accessible Learning Services
Transition To Work 2021

May 2021



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Overview

- Barriers faced by people with disabilities in the workplace
- Advantages of disclosing your disability
- 4 parts to disclosure
- Figuring out your strengths – soft skills vs hard skills
- Disclosure chart and script – some examples
- Creating your own disclosure cart and script

Poll Time!

Go to: www.menti.com

Type in code: **7570 7444**

Answer the questions when prompted.



Barriers Faced by Students with Disabilities

Poor understanding of their capacity to work

Workplace discrimination

Mental health stigma-gaps in work history, limited experience

Systemic barriers – work vs income support/benefits

Transitioning from PSE to work – lack of experience, interview barriers, disclosure concerns

Advantages of Disclosure 1



Permits the implementation of an accommodation plan



Provides legal protection



Ensures you have the support you need to do your job successfully



Sets expectations for you and your employer



Ensures that the accommodation plan is revisited as needs change



Reduces stress and the energy spent of hiding your needs

Advantages of Disclosure 2



Allows person with an invisible disability to plan their career decisions



Improves self-image and confidence of the person with an invisible disability



Presents an opportunity to assess and discuss health insurance and related benefits



May increase comfort level of the person with an invisible disability around potential stigma



Provides more transparency and freedom to address changing needs or unexpected circumstances.



Allows the engagement of other support professionals such as HR

Should I Disclose My Disability?

- It's your choice
- Disclosure is about explaining the impact of your disability
- Important to know your skills and abilities, including adaptive skills to cope with your disability
- You are hired because of ability, not disability
- Do it with confidence, in a strengths-based way
- Preparation is essential!

4 Parts to Disclosure



1. Describe your disability in simple terms that most people could understand.



2. What are your top strengths and abilities that relate to this position?



3. What are your main limitations and what job duties would these interfere with?



4. What are the strategies and accommodations you can use to overcome these challenges?

Sample Disclosure Script

Although I don't anticipate any problems, I did want to mention that I do have (preferred term for your disability).

I do believe that my (one or two strengths) will allow me to excel in this position.

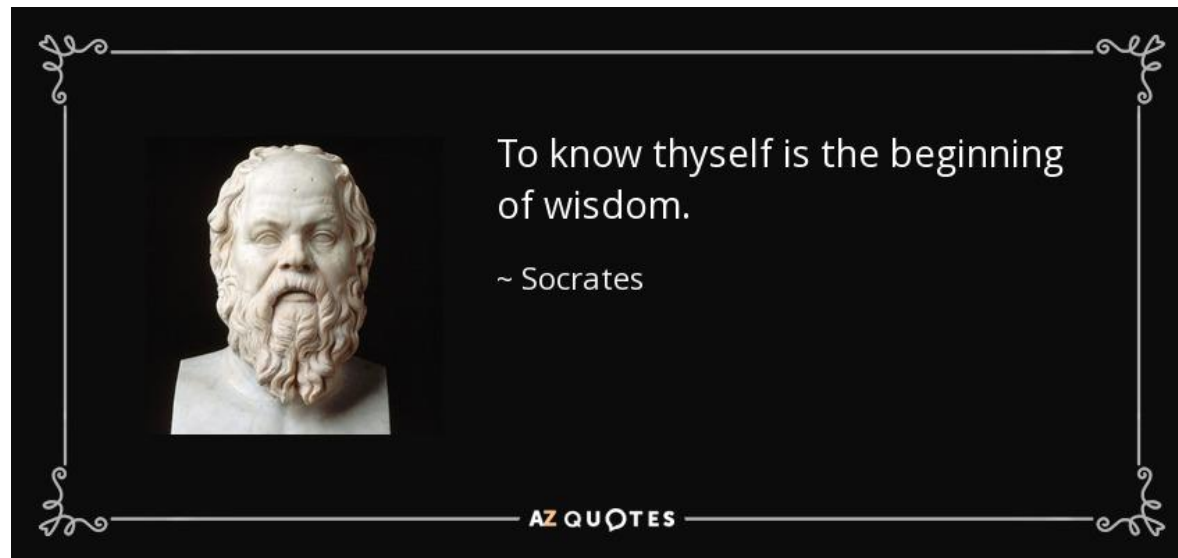
However, sometimes (indicate your limitations) might interfere with my ability to (describe the duties you may have difficulty performing).

In the past, I have found that I can overcome this issue with (describe specific accommodations you need). I wanted to let you know so we could address any potential concerns at this time.

Consider Your Strengths and Limitations

What are YOUR strengths and limitations?

[video](#)



Figuring Out Your Strengths 1

Self Reflection Questions:

- What are you passionate about?
- What do people around you say?
- What successes have you had?
- What comes naturally to you?
- What are your soft skills?

Figuring Out Your Strengths 2

Formal strengths-assessments

Character/personality assessments (<https://www.viacharacter.org/>)

Pull from your Co-Curricular Record (CCR)

You can make an appointment with a career advisor to explore your strengths

Figuring Out Your Strengths 3

Soft Skills

- Transferable – not specific to one job
- Shows how well you interact with others
- Revolves around teamwork, communication, work ethic

Hard Skills

- Specific to each job
- Technical/industry specific
- Teachable and measurable
- Quantifiable
- Learned in school, through qualifications, past work

Figuring Out Your Strengths – Soft Skills

accurate

consistent

creative

dedicated

dependable

energetic

Logical

motivated

organized

problem
solver

resourceful

self-starter

versatile

works well
under
pressure

Figuring Out Your Strengths – Hard Skills



3
CATEGORIES:



SOFTWARE



EQUIPMENT



THEORY

How to determine:

- Review your program learning outcomes
- Research specific job skills at jobbank.gc.ca/home

Sample Job Posting

The ideal candidate is a post-secondary student in graphic design, digital media, marketing, or advertising programs.

They are self-motivated, organized, and disciplined - they thrive in an active, deadline-driven environment. They have a strong desire to improve their own skills and remain up-to-date on industry trends and technologies.

The ideal candidate is a creative thinker and collaborator, with the following skills and competencies:

- Film: Adobe Premiere Pro, Final Cut Pro, or desired software
- Photography: Adobe Photoshop
- Design: Adobe Illustrator, Adobe InDesign, or desired software
- Web: WordPress, eCommerce, HTML, CSS
- Advertising: Google AdWords, Facebook

Sample Job Posting

The ideal candidate is a post-secondary student in graphic design, digital media, or advertising programs.

They are **self-motivated, organized, and disciplined** - they thrive in an active, deadline-driven environment. They have a strong desire to improve their own skills and remain up-to-date on industry trends and technologies.

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- **Film:** Adobe Premiere Pro, Final Cut Pro, or desired software
- **Photography:** Adobe Photoshop
- **Design:** Adobe Illustrator, Adobe InDesign, or desired software
- **Web:** WordPress, eCommerce, HTML, CSS
- **Advertising:** Google AdWords, Facebook



Soft Skills



Soft Skills



Hard Skills

Remember the Disclosure Script

Although I don't anticipate any problems, I did want to mention that I do have (preferred term for your disability). I do believe that my (one or two strengths) will allow me to excel in this position, however sometimes (indicate your functional limitations) might interfere with my ability to (describe the duties you may have difficulty performing). In the past, I have found that I can overcome this issue with (describe specific accommodations you need). I wanted to let you know so we could address any potential concerns at this time.

Preparing Your Disclosure Script - LD

Prompt	Response
In simple terms, my disability is	a learning disability
My top strengths and abilities in relation to the job are	technical and problem-solving skills
The limitation(s) that might affect my ability to do a particular duty is/are	struggling to write extensive reports and other lengthy pieces of writing
The previous accommodation(s) I have successfully used in the past is/are	extra time to read and write, allowing me to proofread my work and come up with well-written material
The accommodation(s) I might need is/are	extra time for reading and writing, but I am also open to other reasonable alternatives.

Example – Disclosing LD

I would like to mention that I have a **learning disability**. Given the nature of this job, I do not anticipate any particular struggles in relation to my ability to perform the essential job duties. I am confident in my **technical and problem-solving skills**. However, in relation to written communication, I might experience a bit of a **challenge in situations where I have to write extensively** or give reports within a short timeframe. In the past, I have been allowed **extra time** to write; this has been very helpful for me. The extra time allows me to proofread my written work. I am **open to other reasonable accommodations** as well and am happy to discuss further if you have any concerns or thoughts

Preparing Your Disclosure Script - ADHD

Prompt

Response

In simple terms, my disability is

one that affects my ability to easily re-focus once interrupted

My top strengths and abilities in relation to the job are

exceptional content creation and communication skills

The limitation(s) that might affect my ability to do a particular duty is/are

challenge of concentrating or reorienting once distracted

The previous accommodation(s) I have successfully used in the past is/are

working for an uninterrupted period of time and keeping doors closed while working

The accommodation(s) I might need is/are

Having a set work time without interruptions from others, and being allowed to close doors while working, to reduce distractions. I am also open to other alternatives.

Example – Disclosing ADHD

While I do not foresee any problems, I would like to mention that I have a **condition that sometimes affects my ability to concentrate** once I am interrupted or distracted, while writing. I am very confident about my skills regarding **content creation and other communication pieces**. In the past, I have found having an uninterrupted work time to be extremely helpful. With regards to the job duties, of which I am aware writing is an essential part, I think that **having a set time when I can focus on my work without interruptions** would be great, especially since I have been **successful doing so in the past**. Nevertheless, I am willing to consider other accommodation alternatives. I just thought I'd share this with you, so that we can discuss further if you have any concerns or thoughts.”

Reframing Our Traits

Turning negative traits into positive characteristics

[Video](#)



Practice Time – Disclosure Chart

Prompt	Response
In simple terms, my disability is	
My top strengths and abilities in relation to the job are	
The limitation(s) that might affect my ability to do a particular duty is/are	
The previous accommodation(s) I have successfully used in the past is/are	
The accommodation(s) I might need is/are	

Practice Time - Disclosure Script

Although I don't anticipate any problems, I did want to mention that I do have (preferred term for your disability). I do believe that my (one or two strengths) will allow me to excel in this position, however sometimes (indicate your functional limitations) might interfere with my ability to (describe the duties you may have difficulty performing). In the past, I have found that I can overcome this issue with (describe specific accommodations you need). I wanted to let you know so we could address any potential concerns at this time.

Interested in a Strengths-Assessment?

Who	How
Humber students	http://careers.humber.ca/student-services.php
Community members/alumni	https://docs.google.com/forms/d/e/1FAIpQLSe4fRRwHMMbYSFUy9Lg30Pir_P5ork6pg3gA6yeX1mSiG77Yg/viewform
Seneca students	https://sw.senecacollege.ca/home.htm

You could also connect with community organizations for support with this --- stay tuned for workshop 3!

Summary

- Barriers faced by people with disabilities in the workplace
- Advantages of disclosing your disability
- 4 parts to disclosure
- Figuring out your strengths – soft skills vs hard skills
- Disclosure chart and script – some examples
- Creating your own disclosure cart and script

Questions?



Resources:

<http://careers.humber.ca/student-with-disabilities.php>

<https://careers.humber.ca/transition-to-work.php>

Co-Curricular Record



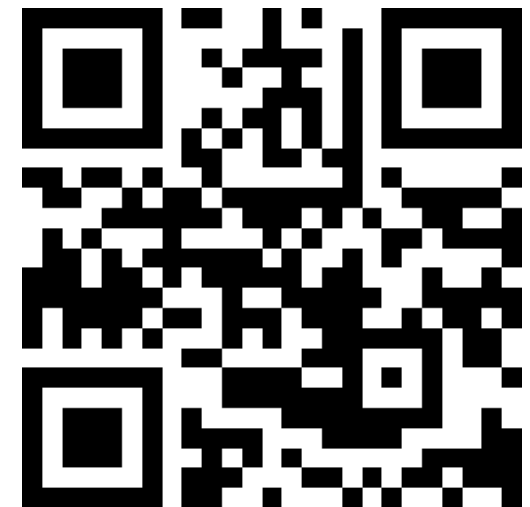
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Up Next at 11:30am...

Workshop 2: Arranging Accommodations in the Workplace / Job Opportunities in Ontario Public Services

11:30am-12:30pm

Please visit our TTW website for the meeting link:

<https://careers.humber.ca/transition-to-work.php>

