

# TRANSITIONING TOWARDS EMPLOYMENT- STEPS OF SUCCESS



Dorinda Pittman, BA  
COP  
MESA Business Center  
MESA Technical Institute's Center  
dorinda.pittman@mesa.edu

Mesa Technical Institute - Mesa, AZ  
Mesa Technical Institute - Phoenix, AZ  
Mesa Technical Institute - Scottsdale, AZ

---

---

---

---

---

---

---

---

## WHAT WE WILL COVER TODAY:

- > Basics of Discovery
- > How Customized Employment leads to more employment options
- > How Systematic Instruction strategies improve success
- > How this model fits with our New Mexico funding support sources

---

---

---

---

---

---

---

---

## OBJECTIVES:



- Understanding the benefits of Discovery
- Understanding the sequence of Discovery, Customized Employment & Systematic Instruction
- How to use this sequence with funding source plans

---

---

---

---

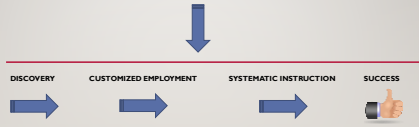
---

---

---

---

## A MODEL FOR TRANSITIONING TOWARDS EMPLOYMENT




---

---

---

---

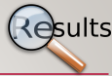
---

---

---

---

### PART I: DISCOVERY



#### Discovery is.....

- spending time with people, instead of testing or evaluating them, as a means of finding out who they are "now".
- getting to know someone in settings where they are "who they are".
- a way to find out the "best" that people have to offer.
- a way to identify the unique "contributions" offered by persons who might not be as demonstrative as others.
- the foundation of all person-centered planning that seeks to "customize" outcomes for people.
- "necessary" for self-determination and choice.
- a series of "descriptive observations".
- a critical piece in determining the job seeker's interests & "skills".
- For "everyone" especially those with the communication challenges.

---

---

---

---

---

---

---

---

### DISCOVERY & DESCRIPTIVE OBSERVATIONS

- By observing **actions** and describing them with action verbs in the active tense, we can begin to think descriptively.
- When we **describe** it forces us to be objective and we avoid making assumptions.
- When we make **less assumptions** we become less judgmental.
- When we **observe without judgment**, we can begin to notice more and more about people with whom we are already familiar.
- Without judgement, we become more "Other Focused"; less invested in what we **think we see** and more invested in **what we actually see** about what we're observing.

---

---

---

---

---

---

---

---

### DOCUMENTING DISCOVERY: PROFILES, STAGING RECORDS & NM DISCOVERY SUMMARY

- A "Tool" to use while collecting & compiling information during Discovery.
- A place to catalog your observations written in a "descriptive style".
- A **Positive** description of a person based upon objective observations & interviews capturing the conditions that enable someone to be at their best.
- A way to "paint a picture" of who someone is at this time in their life.
- **A way to gather information about what a person "can do" in regard to skills & tasks.**
- A collaborative team effort using conversation.
- A "Living Document" to add to in the future.

---

---

---

---

---

---

---

---

---

---

### THE STEPS OF DISCOVERY:

- ✓ Home Visit
  - Neighborhood Mapping
  - Home Tour
- ✓ Interviews
- ✓ Plan Activities
  - Familiar
  - Novel




---

---

---

---

---

---

---

---

---

---

### THE STEPS OF DISCOVERY: (continued)

- Plan observations → Describe actions, environments & conditions
- Identify threads of interests, skills, contributions and reoccurring themes → Connect the dots
- Summarize the information → Review information and reflect upon where it is leading
- Facilitate a Discovery Meeting → Invite team and present info, collaborate and plan for Customized Employment

---

---

---

---

---

---

---

---

---

---

### THE VISUAL RESUME: "I AM"

- Captures the essence of the Job Seeker & tells their story
- Articulates what the Job Seeker often can't
- Provides an overview of the Job Seeker's Skills & Contributions
- Makes a connection between the employer & the Job Seeker, making it more personal
- Prepares for Customized Employment activities




---

---

---

---

---

---

---

---

### PART 2: CUSTOMIZED EMPLOYMENT



- A customization process which provides flexibility that is mutually beneficial to both employer and employee.
- Matches an employer's unmet needs with the skills and contributions of a Job Seeker.
- Customized Employment strategies result in employers hiring individuals whose skills meet the needs of their business.

---

---

---

---

---

---

---

---

### CUSTOMIZED EMPLOYMENT



- |  |  |
|--|--|
| <p><b>WITH THE JOBSEEKER</b></p> <ul style="list-style-type: none"> <li>• Start with a discussion of who the Jobseeker is.</li> <li>• Develop a blueprint for a job that fits the Jobseeker based upon Discovery findings.</li> <li>• Concentrate on the "Conditions" needed for success &amp; the Jobseeker's "Skills &amp; Contributions"</li> </ul> | <p><b>WITH THE EMPLOYER</b></p> <ul style="list-style-type: none"> <li>• Identify job markets and employers who might have "tasks" that fit the Jobseeker.</li> <li>• Request Informational Interviews with employers to learn about their industry.</li> <li>• Conduct a Needs Assessment with the employer to determine their "Unmet Needs"</li> </ul> |
|--|--|

---

---

---

---

---

---

---

---

## HOW TO CUSTOMIZE



- The Discovery Meeting is an Employment Planning Meeting
- Collect ideas about where there might be opportunities in the broader community to explore options for employment. Streeeeeeetch... think way outside of the box!
- Team will contribute contact info and forward them to the Job Developer and/or Job Seeker.
- Conduct Informational Interviews with related businesses
- Conduct Needs Assessments
- Determine if there is a match (or not)
- Negotiating a job




---

---

---

---

---

---

---

---

## PART 3: SYSTEMATIC INSTRUCTION



### INA NUTSHELL



- **What is SI?** SI is a method of instruction that concentrates on giving information. Its roots are in the work of Marc Gold and "Try Another Way".
- **What sets SI apart from other training models?** It focuses the trainer on preventing errors rather than correcting them.
- **Why is SI so valuable for anyone who has communication barriers?** SI uses demonstration, cuing and a minimum of verbal instruction.
- **Is SI worth the extra work?** Yes. It encourages more long term success and has earned regard as a best practice for employment retention.

---

---

---

---

---

---

---

---

## When beginning to train, a job coach must:

"Try Another Way" ©2004



- Observe the Ways & Means the task is done
- Not make assumptions
- Perform a Job Task Analysis
- Write up the Content Steps of each task
- Learn the task prior to training (please, please, please!)
- Prepare the data sheets and with employer's input, determine the Criterion.




---

---

---

---

---

---

---

---

## WHILE TRAINING



### COMMUNICATE:

- Information only
- Before an error is made
- Through demonstration
- Using few words when necessary
- Natural cues
- Well deserved Kudos after the training segment

---

---

---

---

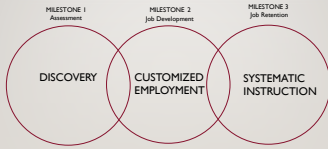
---

---

---

---

## USING THE DVR MILESTONE MODEL




---

---

---

---

---

---

---

---

## RESOURCES FOR EMPLOYMENT

- Workforce Innovation and Opportunity Act (WIOA): [www.doleta.gov/WIOA](http://www.doleta.gov/WIOA)
- Marc Gold & Associates: [www.marcgold.com](http://www.marcgold.com)
- Griffin Hammis & Associates: [www.griffinhammis.com](http://www.griffinhammis.com)
- Rural Institute for Inclusive Communities: [www.ruralinstitute.umt.edu/transition](http://www.ruralinstitute.umt.edu/transition)
- Autism Speaks: [www.autismspeaks.org/family-services/tool-kits/employment](http://www.autismspeaks.org/family-services/tool-kits/employment)
- Partners for Employment: [www.cdd.unm.pfe/](http://www.cdd.unm.pfe/)
- PFE provides valuable free statewide trainings facilitated by National Consultants

---

---

---

---

---

---

---

---