

USU Customized Employment Certificate Training Schedule February 22, 2023- June 23, 2023

Course Event	Date/Time	Description
<p>Module 1: Establishing values and principles associated with a customized employment approach</p>	<p>Wednesday 2.22.23 9:00 am-12:00 pm</p>	<ul style="list-style-type: none"> • Indicators that must be present for process to be considered CE (WINTAC 9 essential elements) • Connecting Discovery to the Discovery Fidelity Scale • Importance of quality writing • Setting up the home visit, neighborhood observation and conversations with others. • How customized employment differs from supported employment and the importance of "discovery" in customized employment. • Learn a variety of strategies that can be used to facilitate discovery or exploration in the customized employment process. • use tools for capturing organizing and presenting information that is collected during the discovery process. • Information/Assessments to review/consider • How to address issues related to consent and confidentiality in the discovery/pre-employment process.
<p>Module 2: The importance of developing meaningful, action-oriented Discovery Activities</p>	<p>Tuesday 2.28.23 9:00 am-12:00 Wednesday 3.1.23 9:00 am- 12:00</p>	<ul style="list-style-type: none"> ○ Cohort Review/report staging record. ○ Developing discovery activities and emerging interests/skills/related tasks (Trainees will receive TA for recommendations for discovery activities to determine interests/skills/tasks for both (2) familiar and (2) unfamiliar environments and activities during the field-based portion of the course.
<p>Module 3: Developing Vocational Themes and connecting to Informational Interviews</p>	<p>Tuesday 3.7.23 9:00-12:00 Wednesday 3.8.23 9:00-12:00</p>	<ul style="list-style-type: none"> ○ Cohort Review/Report ○ Training about (connecting discovery activities and related skills/tasks/interests to identify vocational themes/clusters (once discovery activities have been done) and refining vocational themes/clusters and developing lists of businesses and supply chains places where those identified

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		<p>skills/tasks/interests would be valued, and related work is being done</p> <ul style="list-style-type: none"> ○ Developing informational interview opportunities. (Value of informational interviews, practicing, skill-based activity)
<p>Orientation for jobseekers and support teams.</p> <p>Discovery process begins with jobseekers (field work)</p>	<p>Wednesday 3.8.23 1:00 pm</p> <p>1. Monday 3.13.23 ((week of) start-plan to commit approx. 5 hours per week to Discovery process)</p> <p>2. Monday 3.27.23, meet at least weekly for 4 weeks (Discovery activities)</p> <p>3. Monday 4.24.23 2-3 weeks to complete and document at least 3 info interviews and related activities.</p> <p>4. Monday 5.8.23 complete vocational profile and develop visual resume.</p> <p>5. Monday 5.22.23 Start scheduling CE planning meeting to be completed by June 23rd 2023.</p>	<ul style="list-style-type: none"> ○ Provide overview of CE process, training outline and expectations/roles responsibilities of team members for each cohort. (For jobseekers and support teams) ○ Coaching calls every 2 weeks ○ Onsite and virtual TA available (at least one in person TA visit recommended) ○ Complete staging record in google doc for updates and feedback ○ Check in calls: will be established and set up for every 2 weeks 1:1 TA calls will be set up as needed

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<p>Module 4: Customized Job Development and Employment Planning meeting</p>	<p>Tuesday 4.18.23 9:00-12:00 Wednesday 4.19.23 9:00-12:00</p>	<ul style="list-style-type: none"> ○ Review/Report out training on creating the vocational profile ○ How to develop a visual resume' ○ Customized Job Development ○ Developing lists of 20 and connecting it to job development ○ Importance and purpose of the employment planning meeting ○ How to facilitate the meeting ○ Who to invite and their role during the meeting? ○ Presenting information during the meeting
<p>Module 5: Customized Job Development, and recognizing business needs</p>	<p>Wednesday 5.18.23 9-12</p>	<ul style="list-style-type: none"> ○ Bridging discovery, the vocational profile and customized job development ○ Why it makes sense for employers to customize a job ○ Becoming familiar with recognizing needs of a business ○ Developing employment proposals to be used during negotiation <p>What constitutes a customized position (consistent with VR policy and WINTAC guidance)</p>
<p>Course Complete (any extensions or incomplete work due by June 23rd, 2023</p>		