

Customized Employment Certificate Training Schedule January-April Cohort 2024

Sessions will be recorded, however if trainees miss more than 2 live sessions additional assignments/discussions and time will be required

Course Event	Date/Time	Description
<p>Module 1: Establishing values and principles associated with a customized employment approach.</p>	<p>January 16th 9:00 am – 12:30pm January 17th 9:00 am- 12:30 pm</p>	<ul style="list-style-type: none"> • Value of High Expectations and setting the stage • 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 others to be interviewed • How customized employment differs from supported employment and the importance of "discovery" in customized employment and how this information is used in the planning process. • Learn a variety of strategies that can be used to facilitate discovery or exploration in the customized employment process. • 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>January 23rd 9:00 am - 12:30 pm January 24th 9:00 am - 12:30 pm</p>	<ul style="list-style-type: none"> • Understand the importance of completing task-based discovery experiences and how to get them started, observe and document to build opportunities throughout the Discovery process. • Develop discovery activities and emerging interests/skills/related tasks. • During technical assistance fieldwork trainees will receive support to develop discovery activities to determine interests/skills/tasks with both familiar and unfamiliar environments and activities. Support will be provided to determine materials/resources needed and potential dates.
<p>Module 3: Developing Vocational Themes and connecting to Informational Interviews</p>	<p>February 7th 9:00am - 12:30 pm February 8th 9:00 am- 12:30 pm</p>	<ul style="list-style-type: none"> • 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 skills/tasks/interests would be valued, and related work is being done. • 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 (fieldwork)</p>	<p>Tuesday February 13th 12:00 pm and 6:00 pm</p> <p>1. Monday February 19th, 2024 ((week of) plan to commit approx. 5 hours per week to Discovery process) and complete initial home visit, having conversations with others</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) ○ Cohort coaching calls offered every week. (Trainees expected to check in at least every 2 weeks) ○ Onsite and virtual TA available (at least one in person TA visit expected with trainer/s) ○ Complete staging record in google doc for updates and feedback after each stage within approximate schedule recommended. ○ 1:1 TA calls will be set up as needed

Customized Employment Certificate Training Schedule January-April Cohort 2024

Sessions will be recorded, however if trainees miss more than 2 live sessions additional assignments/discussions and time will be required

	<p>AND exploring neighborhood</p> <p>2.Monday March 4th, meet at least with jobseeker weekly for 4 weeks (Discovery activities)</p> <p>3.Monday April 1st 2-3 weeks to complete and document at least 3 info interviews and related task-based experiences</p> <p>4. Monday April 22nd 2024. Spend 2 weeks to complete vocational profile and develop visual resume.</p> <p>5.Monday May 13th, 2024 Start scheduling CE planning meeting with jobseeker’s support team (including VR counselor to be completed by June 31st 2024.</p>	<ul style="list-style-type: none"> ○ Complete writing in staging record for stages 1 and 2 for target date of March 1st, 2024 ○ Complete at least 2 familiar and 2 unfamiliar discovery experiences during the month of March. Take photos, video, upload into staging record, document observations and submit with target date of April 5th 2024. ○ Identify 6 places where it makes sense to explore vocational themes and complete at least 3 informational interviews. Take photos, video and upload into staging record. Document observations and submit with target date of April 26th 2024. ○ Spend time refining the staging record and summarizing it into the Vocational profile and creating the visual resume with the jobseeker. You can use the photos/video taken during different phases of the discovery process or other photos the jobseeker wants to share. Submit with a target date of May 10, 2024. ○ The CE Planning meeting is to be scheduled when you have completed the discovery process, vocational profile and visual resume. This information is shared with the team, getting input/feedback and connections at potential businesses to explore that are within the jobseekers vocational themes.
<p>Module 4: Completing the vocational profile, visual resume and preparing for the Employment Planning meeting</p>	<p>March 23rd 8:30-12:30 pm</p> <p>March 24th 8:30-12:30 pm</p>	<ul style="list-style-type: none"> ● When is it enough Discovery? ● Creating a visual resume from the vocational profile ● Refresh on writing about jobseeker. Capturing the most important information ● 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 Cohort Coaching Call</p> <p>Assignment Due: Submit approved vocational profile, digital portfolio to VR counselor.</p> <p>Individual TA available during 2-week period.</p>	<p>April 6th 2021 8:30-12;30 pm</p> <p>April 13th 2021 1:00-2:00 pm</p> <p>Assignment Due April 16th by 5:00 pm</p> <p>Assignment reviewed and returned to cohort by April 19th</p>	<p>Bridging discovery, the vocational profile and customized job development</p> <p>Why it makes sense for employers to customize a job</p> <p>Becoming familiar with recognizing needs of a business</p> <p>Developing employment proposals to be used during negotiation</p> <p>What constitutes a customized position (consistent with VR policy and WINTAC guidance)</p>

Customized Employment Certificate Training Schedule January-April Cohort 2024

Sessions will be recorded, however if trainees miss more than 2 live sessions additional assignments/discussions and time will be required

Review of work provided prior to module 5.		
Course Complete (any extensions or incomplete work due):	April 23rd 2021	
Discovery Fidelity Scale Training	February 2021 (Dates TBD)	DFS Administrators to be trained during Discovery Activity Phase *(Primarily for VR counselors and select CRP Supervisory Staff) If interested in more information, please reach out