

Pre-ETS Work Self Advocacy – Self Advocacy will be offered as a standalone service available at Horizon Goodwill, DORS counselors can refer to this service even if not referred for other Horizon Goodwill Services.

Purpose: *The self- advocacy module will focus on the students understanding of their rights and responsibilities as an employee. This course will provide students with a basic understanding of self-advocacy, a toolbox of techniques to use when advocating for themselves, and the confidence to advocate for themselves in the workplace independently.*

When: *Monday and Wednesday's 3:30pm-6pm 5weeks (20 hours)*

One co-hort per month beginning the first full week of each month

Where: *Goodwill Store South End Shopping Center Hagerstown, MD*

Goodwill Resource Center Cumberland, MD

Who: *Lead by Ebonee Parsons, Horizon Goodwill Industries Washington County*

Shauna Ours, Horizon Goodwill Industries Allegany County

Carla Stickler, Horizon Goodwill Washington and Allegany Counties

Week 1:

Day 1: Introduction

- Resources available (computers, printers, us, etc.)
- Expectations-required attendance (times and locations), job searches, student expectation, establish class rules (will differ for each group)
- Syllabus of topics/folders to hold papers, etc.
- Icebreaker

Day 2: Understanding Disclosure

- Why might I disclose a disability?
- Who would/should I make a disclosure to?
- At what time in the interview/hiring process is disclosure appropriate/necessary

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Week 2:

Day 1: Long-term Goals

- Explain, examples
- Making your goals S.M.A.R.T
- Career Self-Assessment- Interest Inventory
- Homework: Bring 2 long-term goals to next class (1 personal, 1 career)

Day 2: Short-term Goals

- Share long-term goals if anyone wants to
- Explain short-term goals, how they help to achieve long-term
- Homework: Choose 1 of long-term goals and create list of short-term goals

Week 3:**Day 1: Knowing My Rights as an Employee with a Disability**

- What is the ADA?
- Can I be discriminated against due to my disability?
- Do I have to disclose that I have a disability to my employer?
- What should I do if I feel that I am being discriminated against?

Day 2: Knowing my Responsibilities as an Employee with a Disability

- When should I ask for help?
- Who should I ask for help?
- How should I ask for help?
- What do I do if I feel that I am not receiving the help that I need?

Week 4:**Day 1: Reasonable Accommodations**

- What is a reasonable accommodation?
- Is what I feel I need reasonable? If no, how do I adjust my expectations to make my accommodation reasonable?
- How do I request a reasonable accommodation?
- Does my employer have to provide me with reasonable accommodations?
- What do I do if I feel that my needs are not being met?

Problem Solving Discrimination in the Workplace

- Students will be divided into teams
- Each team given a scenario of workplace discrimination that they will act out in a brief skip for the group
- Teams that are the observers will offer feedback of how situation could be handled differently and then “Acting” team with present scenario using suggestions from the group

Day 2: Problem Solving and Teamwork

- Students will be divided into groups
- Each group will be given a shoe box filled with random items and a raw egg
- Each group will be given 1 hour to use the items in the shoe box and the box to make “safe house” for the egg. This house will have to keep the egg from cracking when dropped from second floor of office building.
- In second hour of class eggs will be dropped. The team(s) that eggs do not crack will be asked to report back to the group about why they felt their project was a success.

Positive Self Talk/Vision Boarding

- Students will spend the first hour of group creating vision boards with words, statements, pictures that remind them of positive things about themselves.
- Students will spend second hour of group sharing their boards with peers.