

# **The League for People with Disabilities, Inc. Vocational Services Program**

## **Employee Development Services**

The League has provided Employee Development Services, originally as Work Adjustment Training (WAT) for many years. The service has been facility based with classroom and work experience at The League. Often the clients work experience was either at League Industries or in simulated work throughout The League. The League has also made efforts to branch this service out into the community. While this is the way EDS or WAT services are frequently provided in the field, COVID-19 has created the opportunity to provide virtual services. Through the virtual platform, The League still recognizes the need to develop community-based sites in businesses to bring reality of the work environment to this service, thereby preparing persons served for employment and work experience in areas of interest rather than something close to what they desire. Over the past year, the Vocational Services staff has reached out to the business community to identify potential job sites meeting the areas of interest expressed by persons referred and the DORS staff. The League's staff members are continuing to reach out to community partners through the COVID-19 pandemic to ensure opportunities will continue to be available for the people we serve.

The League proposes to provide virtual EDS services through an educational six-week course to equip the individuals we serve with the tools needed to successfully find community- based employment opportunities. Interactive classes would be offered on Monday, Wednesday and Friday throughout the six-week session. Each week would feature specific topics and offer three available sessions. The overview and schedule of classes shall go as follows:

### **EDS Virtual Course Overview/Tentative Schedule**

#### **Week 1**

- **Monday:** 10:00 a.m. to 11:30 a.m. – Career Awareness & Workplace Behavior
- **Wednesday:** 12:30 p.m. to 2:00 p.m. – Career Awareness & Workplace Behavior
- **Friday:** 2:00 p.m. to 3:30 p.m. – Career Awareness & Workplace Behavior

#### **Week 2**

- **Monday:** 10:00 a.m. to 11:30 a.m. – Cover Letter, Resume, Job Application, Interview
- **Wednesday:** 12:30 p.m. to 2:00 p.m. – Cover Letter, Resume, Job Application, Interview
- **Friday:** 2:00 p.m. to 3:30 p.m. – Cover Letter, Resume, Job Application, Interview

#### **Week 3**

- **Monday:** 10:00 a.m. – 11:30 a.m. – Self-Disclosure, Job Search Strategies, Hygiene
- **Wednesday:** 12:30 p.m. to 2:00 p.m. – Self-Disclosure, Job Search Strategies, Hygiene
- **Friday:** 2:00 p.m. to 3:30 p.m. – Self-Disclosure, Job Search Strategies, Hygiene

#### **Week 4**

- **Monday:** 10:00 a.m. to 11:30 a.m. – Dress Code, Understanding Hierarchies on the Job, Human Resources
- **Wednesday:** 12:30 p.m. to 2:00 p.m. – Dress Code, Understanding Hierarchies on the Job, Human Resources
- **Friday:** 2:00 p.m. to 3:30 p.m. – Dress Code, Understanding Hierarchies on the Job, Human Resources

#### **Week 5**

- **Monday:** 10:00 a.m. to 11:30 a.m. – Stamina, Diversity, On the Job Expectations/Workplace Ethics
- **Wednesday:** 12:30 p.m. to 2:00 p.m. – Stamina, Diversity, On the Job Expectations/Workplace Ethics
- **Friday:** 2:00 p.m. to 3:30 p.m. – Stamina, Diversity, On the Job Expectations/Workplace Ethics

#### **Week 6**

- **Monday:** 10:00 a.m. to 11:30 a.m. – Teleworking Practices & Expectations, Time Management, Career Terminology & Overview
- **Wednesday:** 12:30 p.m. to 2:00 p.m. – Teleworking Practices & Expectations, Time Management, Career Terminology & Overview
- **Friday:** 2:00 p.m. to 3:30 p.m. – Teleworking Practices & Expectations, Time Management, Career Terminology & Overview

## **Sample Homework Assignments**

Please note that all homework assignments will be used as an integration tool for the upcoming week class topics. Games like Kahoot may be used to answer some of the homework assignments.

### **Week 1**

1. What important information do you think needs to be included on the following documents:
  - a. Cover letter
  - b. Resume
2. List two practices and/or behaviors that you think would equal a successful and professional interview. List two practices and/or behaviors that you think would create an unprofessional interview. Great! Now try a mock interview with a family or friend this weekend! Be ready to share your experience in class next week!!

### **Week 2**

What are good ways to search for a job you are interested in? Let's Practice! See if you can find three cashier job openings in the Baltimore, Md. area prior to the next class. Be ready to discuss!

### **Week 3**

1. Can you list appropriate dress attire for the following jobs? Be ready to share next class!!
  - a. Office job
  - b. Warehouse Worker
  - c. Cashier
2. How would I know where to find company policies and procedures like the dress code?
3. If I had an unpleasant experience with my co-worker that may need to be reported, whom would I talk to about the situation?
4. Whom would I ask if I was unsure of the job task I was asked to complete?

### **Week 4**

It's time to research!! Please research what "workplace ethics" includes and be prepared to share and discuss in class next week!

### **Week 5**

Can you think of what may be different when working in-person versus working virtually? Be ready to share in class next week!