

NOTE: Please visit www.massworks.org/workwithoutlimits for an updated listing of current dates, locations, training event availability and online registration, or contact Drew Glazier at 617.287.4337 or andrew.glazier@umb.edu

WorkWithoutLimits

presents

2009 Training for Massachusetts Disability Service Providers

Through Work Without Limits, the Institute for Community Inclusion is pleased to present an extensive and contemporary series of workshops and topical trainings on employment of individuals with disabilities. Work Without Limits is an initiative designed to promote employment opportunities for individuals with disabilities in Massachusetts.

Offered throughout the state, our training sessions will provide you and your staff with the knowledge and skills needed to help individuals you serve meet their competitive employment goals.

Our training menu is flexible and addresses the learning requirements of both novice and experienced service professionals. All training sessions are offered free of charge.

EMPLOYMENT SUPPORTS TRAINING SERIES

The Employment Supports Series incorporates state-of-the-art practices in job placement including business engagement, person-centered career planning, job site and off-site supports, and customized and created jobs.

This series includes five workshops, which may be taken separately, or combined for a comprehensive perspective on innovative employment services:

- Trainees **may** take *Introduction to Employment Services* only.
- Trainees **must** take *Introduction to Employment Services* as a **prerequisite** if they intend to take any of the following workshops:
 - » Person-Focused Career Planning
 - » Job Development and Business Engagement
 - » Job Coaching and Support Strategies

The prerequisite is **not required** for:

- » Understanding Social Security Work Incentives
- An Employment Services Certificate of Achievement from the Association of Community Rehabilitation Educators (ACRE) is available to individuals who attend all seven days of this Employment Supports Training Series, and complete additional fieldwork assignments. Contact Melanie Jordan at 617-287-4327 or melanie.jordan@umb.edu prior to enrollment if you are interested in participating in this national certificate program.

INTRODUCTION TO EMPLOYMENT SERVICES

This workshop provides an overview of community employment including the social, political and economic changes that led to expansion of opportunities for individuals with disabilities, and the variety of approaches that are taken to ensure success for the job seeker and the employer. **This session is a prerequisite to all of the other employment supports trainings except Understanding Social Security Work Incentives.**

September 22. Wellesley Free Library (**FULL**)

October 14. ICI, Park Plaza, Boston

PERSON-FOCUSED CAREER PLANNING

This workshop will focus on the job seeker and the approaches used to assess the job seeker's employment goals, abilities, interests and capacities. Participants will learn how to coordinate and implement person-centered planning, work on identifying personal and family networks, develop vocational profiles and schedule and evaluate situational assessments. You must complete *Introduction to Employment Services* prior to attending this training.

October 7. Wellesley Free Library, Wellesley

December 15. Sturbridge Host Hotel, Sturbridge

Putting abilities to work in Massachusetts



The **2009 Training for Massachusetts Disability Service Providers** is provided by the Institute for Community Inclusion at UMass Boston through the Work Without Limits Initiative.

All workshops are from 9 to 4. Registration begins at 8:30 and training will start promptly at 9:00. Continental breakfast will be provided. **LUNCH WILL BE ON YOUR OWN.**

CRC credits are available upon completion of each day of training.

Directions to training events will be mailed with your confirmation letter.

PLEASE NOTE TRAINING POLICIES:

It is ICI's policy to charge agencies \$15.00 per day for staff who register but do not attend a free workshop. This fee will be waived if ICI is notified at least three business days before the training that the participant will not attend.

To find out if training has been cancelled due to weather, call 617-287-4390 after 6:00 a.m. on the day of the workshop.

Visit MassWorks.org for updated training information and to register for workshops online!

WorkWithoutLimits

Putting abilities to work in Massachusetts.

Work Without Limits: A Massachusetts Disability Employment Initiative was developed with support from the Massachusetts Medicaid Infrastructure and Comprehensive Employment Opportunities Grant (MI-CEO), funded by the Centers for Medicare and Medicaid Services through a grant to UMass Medical School (CFDA No. 93.768). The MI-CEO is managed through a partnership involving the Massachusetts Executive Office of Health and Human Services, The Commonwealth Medicine Center for Health Policy and Research at the University of Massachusetts Medical School, and the Institute for Community Inclusion at the University of Massachusetts Boston. Views expressed do not represent official policy of the Massachusetts Executive Office of Health and Human Services, or the University of Massachusetts.

JOB DEVELOPMENT AND BUSINESS ENGAGEMENT

Developing jobs in an ever-changing economic environment places increasing demands on employment professionals. This two-day training focuses on understanding employer needs and developing quality job matches. Topics include informational interviewing, marketing, labor market analysis, responding to objections, and accommodations. Registrants should plan to attend both days. You must complete *Introduction to Employment Services* prior to attending this training.

September 16 & 17. Sturbridge Host Hotel

October 20 & 21. Massasoit Community College Conference Center, Brockton

November 12 & 13. Sovereign Bank, Lawrence

JOB COACHING AND SUPPORT STRATEGIES

This two-day training addresses skill development along with offsite and onsite support strategies that lead to job retention. Topics include role of the job coach, natural supports & social inclusion, systematic instruction, maintenance & fading, assistive technology and addressing behavioral issues that impact employment success. Registrants should plan to attend both days. You must complete *Introduction to Employment Services* prior to attending this training.

October 28 & 29. Sovereign Bank, Lawrence

November 17 & 18. Sturbridge Host Hotel, Sturbridge

UNDERSTANDING SOCIAL SECURITY WORK INCENTIVES

Many job seekers worry about losing their benefits when going to work. This training will provide an overview of the impact of earnings on Social Security benefits. Topics include the differences between SSI and SSDI, SSA Work Incentives, how to keep medical benefits while working, how to explain benefits to job seekers, families and other stakeholders, and resources available to assist job seekers with benefit planning issues. You do not have to complete *Introduction to Employment Services* prior to attending this training.

November 19. Hoagland-Pincus Conference Center, Shrewsbury (FULL)

TOPICAL WORKSHOPS

These topical workshops are designed to provide you with up-to-date information to enhance service delivery. Prior participation in the Employment Support Series is not required.

CONCEPTS OF SELF-EMPLOYMENT

Small business development continues to be the fastest growing business sector in the United States. In the past few years, there has been a rise in the numbers of individuals with disabilities who own their business. This session will provide participants with a general awareness about this option for employment and the factors that contribute to successful business ownership.

Included in the content will be: characteristics of a business owner; discovering interests and abilities; business research and business plan development; locating financial resources; financial planning and risk analysis; and other business considerations such as benefits, insurance, accommodations, and employees.

December 1. Central MA Regional Employment Board, Worcester

QUALITY EMPLOYMENT PRACTICES FOR PERSONS WITH AUTISM SPECTRUM DISORDERS (ASD)

This two-day workshop will concentrate on best practices for finding and maintaining employment for individuals on the autism spectrum. Topics will include assessment and exploration approaches that lead to clear conclusions about the job seeker's preferences, abilities, interests and capacities. This process will identify other factors for consideration such as environment, organization, socialization, communication, sensory concerns, and behavioral issues. Natural supports, communication and social aspects that drive targeted job development and negotiation of workplace accommodations and support will be addressed.

October 22 & 23. UMass Medical School, Shrewsbury

CO-OCCURRING MENTAL ILLNESS / SUBSTANCE ABUSE AND EMPLOYMENT

Delivering quality employment services derived from evidence-based principles can help people with co-occurring psychiatric and substance disorders succeed in the workplace. This workshop will provide an overview of recovery involving substance abuse and mental illness, identify support strategies, discuss issues of disclosure, and describe effective job development techniques that may help overcome barriers particular to this population.

October 15. Central MA Regional Employment Board, Worcester

December 3. Massasoit Community College Conference Center, Brockton

ACHIEVING SUCCESSFUL EMPLOYMENT FOR YOUTH WITH DISABILITIES

Transitioning from school can be challenging for youth with disabilities and their family members. However, research has demonstrated that adhering to a set of practices is helpful for transitioning to work. During this two-day workshop, participants will learn about these practices including: providing information about career options; exposing youth to work through service learning, volunteer work, job shadowing, internships and apprenticeships; providing opportunities to develop leadership skills; involving family members; peer interaction; and building skills for living independently. Participants will also learn about the importance of support services that may be necessary such as adult and peer mentoring, and helping youth explore self-sufficiency issues such as assistive technology, transportation, benefits planning, and health maintenance.

December 9 & 10. Massasoit Community College Conference Center, Brockton

WorkWithoutLimits presents Registration Form

Training for Massachusetts Disability Service Providers • 2009

Registration must be received three weeks prior to the training event.

Please visit www.massworks.org/workwithoutlimits for an updated listing of current dates, locations, training event availability and online registration, or contact Drew Glazier at 617.287.4337 or andrew.glazier@umb.edu

Employment Supports Training Series (9am–4pm)

Introduction to Employment Services*

October 14, Boston

Person-Focused Career Planning

October 7, Wellesley

December 15, Sturbridge

Job Development and Business Engagement

September 16 & 17, Sturbridge

October 20 & 21, Brockton

November 12 & 13, Lawrence

Job Coaching and Support Strategies

October 28 & 29, Lawrence

November 17 & 18, Sturbridge

**This session is a prerequisite to all of the other employment supports trainings except Understanding Social Security Work Incentives.*

Topical Workshops (9am–4pm)

Concepts of Self-Employment

December 1, Worcester

Quality Employment Practices for Persons with Autism Spectrum Disorders

October 22 & 23, Shrewsbury

Co-occurring Mental Illness / Substance Abuse and Employment

October 15, Worcester

December 3, Brockton

Achieving Successful Employment for Youth with Disabilities

December 9 & 10, Brockton

Name _____

Job Title _____

Agency _____

Address _____

City _____

State _____ Zip _____

Trainee's phone (____) _____ fax (____) _____

y _____

Supervisor's Name _____

Supervisor's Phone (____) _____

Supervisor's Email _____

I do NOT want to be added to the mailing lists (email / print)

Accommodation needs, if any (all requests must be made 3 weeks prior to training)

Check if needed:

ASL Interpreter CART Provider

Send fax and registration to:

Drew Glazier
ICI/UMass Boston
100 Morrissey Blvd.
Boston, MA 02125
617.287.4352 (fax)
617.287.4337 (phone)
andrew.glazier@umb.edu

For additional information:

Melanie Jordan
617.287.4327 (phone)
melanie.jordan@umb.edu

No-Show Training Policy

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I have read and understand the ICI No-Show Policy