

## LINKING EMPLOYMENT, ABILITIES & POTENTIAL (LEAP)

### *EMPLOYEE DEVELOPMENT/PERSONAL ADJUSTMENT*

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Employee Development is a work/life training program designed to assist participants in the development of life skills for increased employability.

**PROGRAM GOAL:** To assist individuals with disabilities in the development of work/life skills necessary for gaining and maintaining employment.

**PROGRAM DESCRIPTION:** A Work/Life Skill Training for Self Sufficiency where peers with disabilities provide individual and group training on work/life issues which affect employability and employment retention.

#### **TRAINING TOPICS:**

1. Personal Management
  - Self Awareness/ Disability Management
  - Stress Management
  - Conflict and Anger Management
  - Setting Goals and Making Decisions
  - Time Management
  - Good Health Habits
  - Natural Disasters and Other Emergencies
2. Interpersonal Skills
  - Boundaries and Personal Space
  - Assertiveness Training
  - Communication
3. Community Access
  - Understanding Relationships
  - Community Resources
  - Telephone Skills
  - Access to Recreation
  - Self and Systems Advocacy
  - Americans with Disabilities Act (ADA)
  - Avoiding Frauds and Scams
4. Resource Management
  - Money Management
  - Benefits Management
  - Home Management
  - Assistive Technology
  - Hiring a Personal Care Attendant (PCA)
5. Employment Success
  - Preparing for Work
  - Social Skills in the Workplace
  - Productivity and Quality on the Job
  - Handling work./life stressors
  - Safety on the Job
  - Workplace Laws
  - Reasonable Accommodations
  - Family Responsibility
6. Travel Orientation
  - Personal Identification Information
  - Visual Identification Skills
  - Direction Skills
  - Time Telling
  - Skill Application
  - Problem Solving
7. Work Smart/Dress Smart
  - Choosing an interview outfit
  - Choosing work appropriate clothing
  - Choosing accessories
  - Good grooming habits
  - Creating a clothing budget
  - Creating a wardrobe template
  - Staff assistance to make clothing purchases
  - Mock job interview with feedback

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