



CAREER
OPTIONS

Vocational Skills Workshops

Providing Clients
Tools for Success

By Tanja Gromala



Agenda

The Career Options Perspective

What is a Vocational Skill Workshop?

- Role of the presenter
- List of topics
- Flexibility of the program

Examples

Questions? It's a work in progress!

The Career Options Mission

We strive to provide quality, professional services to ensure that all customers have the opportunity to succeed and find self-sufficiency through a productive career in their community.



Quality * Person-centered * Career

Our Philosophy

1. All vocational services are “person-centered” to focus on the needs and wants of the client not their limitations or barriers.
2. Every individual has the potential to succeed when provided the proper supports.



Our Philosophy

3. Every individual should have the opportunity to attain competitive employment.
4. Every individual should have the opportunity to lifelong unlimited vocational support.



What is a Vocational Skill Workshop?

Employment-related training in bite-sized manageable pieces!

- Small group intimate setting
- Interactive and hands-on
- A standardized curriculum used inter-office and state-wide
- Skills taught are practical, relevant, and immediately useful

Role of the Presenter

DOs

- Sit among group in a circle
- Make clients aware of multiple resources
- Circulate
- Provide the opportunities for introductions, sharing, questions, etc...
- Use materials as a guide
- Be genuine & hopeful
- Match to your clients
- Use empathy to increase comfort and trust level
- Model professionalism, patience and skills

DON'Ts

- Lecture in front of a classroom
- Use power point alone
- Ignore the process
- Dominate
- Act in a judgmental, uninterested, or negative manner
- Ignore needs or feedback from clients
- Ignore nonverbal cues
- Pity your clients (DO empower them!)
- Expect clients to get it the first time

Some of our topics:

- Self-Assessment
- Job Applications
- Confidence-building
- Business Dress (men & women)
- Electronic Etiquette
- Resume-writing
- Informational Interviewing
- Networking
- Intro to Computers (basic, Excel, Word, Internet, E-mail)
- Disclosure (disability, felony)
- Prosocial skills (conflict resolution, anger management)





Flexibility



It's what you make of it!

- Cater to your specific group
- Pick and chose what to spend time on, what activities to provide
- Alter worksheets, handouts as necessary
- Mix and match clientele
- Supplement to your existing program

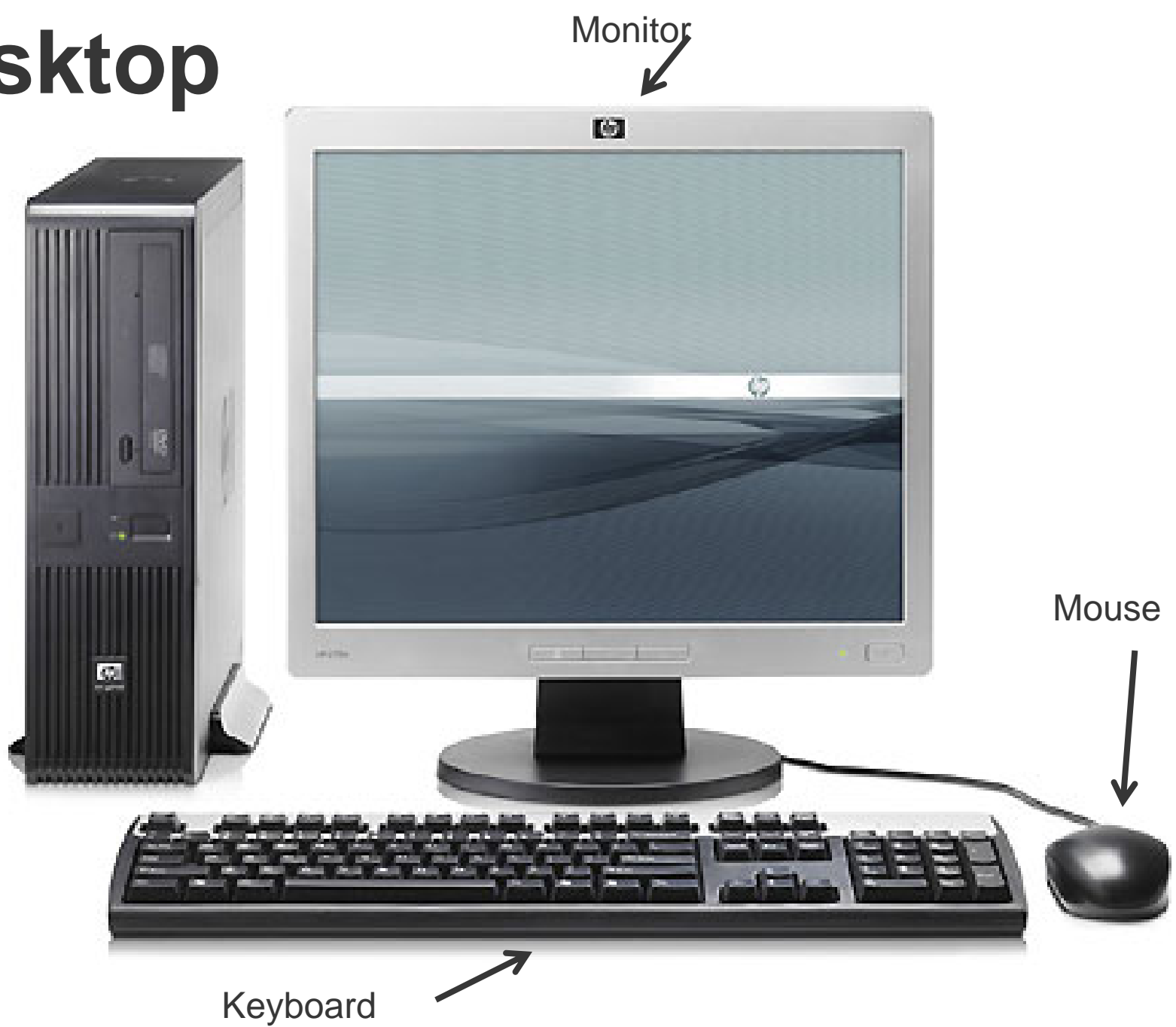
Examples

- Intro to Computers- Basic
- Disability Disclosure
- Handouts and worksheets
- Certificate of Completion
- Workshop Evaluation

Parts of a Computer

- Monitor – Screen
- Mouse
 - Used to navigate the computer
- Keyboard
 - Used to type

Desktop



Laptop

Monitor



Keyboard

Mouse

Programs

- A program allows the user to do many different things with the computer.
 - Internet Explorer
 - Microsoft Word
 - Calculator
 - And many more!

Icons

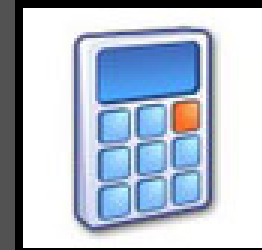
- Picture used to represent a program



Internet Explorer



Microsoft
Word



Calculator

Should you disclose your disability?

The decision to disclose, as well as when and how, is ultimately yours. Under the Americans with Disabilities Act (ADA):

People with disabilities are not obligated to disclose their disability unless it is likely to directly affect their job performance.

Thank You!

Resources Include:

- Indiana University Career Development Center
- Rutgers University Career Services
- Job Accommodation Network (JAN),
www.jan.wvu.edu
- “*The Art of Disclosing your Disability*” by Richard Pimentel- Milt Wright & Associates, Inc.



Supplemental Materials

- Print off the power point as a guide
- Handouts summarizing or expanding on information in the power point are included when necessary
- Worksheets are often included to help clients gather and organize their personal information
- Certificates of completion can be kept in a portfolio

Questions?

It's a work In progress!



CAREER
OPTIONS

Tanja Gromala

Vocational Counselor

2701 9th Ave. S, Suite E

Fargo, ND 58103

counselor@careeroptionsnd.com