

Building and Keeping a Happy and Lasting Team- Recruit, Train and Retain

Trainers: Cesilee Coulson – WISE, John Lund- Tangible Systems, Wally Tablit- Northwest Center, Carrie Morehouse- Work Opportunities, Gina Solberg- PROVAIL, Jaimie Laitinen- WISE, Karen Williams- Trillium

Duration: 2 full days

Lecture/Activities: With the continual change occurring in the service system and across our communities, now more than ever, it is crucial for agencies to build an extraordinary team. Unfortunately, turnover rates are high, and many directors and managers are wondering what to do to recruit, train and retain talented staff.

- How do we draw the BEST people to this field?
- How do you prepare an excited and intrigued new employee to enter the field of supported employment?
- How do you build confidence and how do you reward staff for their hard work when budgets are tight?
- How do you continue to mentor and build your team in order to foster the growth of new leaders?
- How do you be the best manager/leader that you can be?
- How does staff work with their team and their managers to carry on the work?

The trainers will address these questions through practical examples, proven management tools and group activities. This training promises to be informative, challenging, interactive and fun!

Core Competency: 11

Intro to Job Coaching and Supported Employment for Inclusive Youth Employment Programs

Trainer: Jaimie Laitinen

Duration: 3 hours

Lecture/Interactive Discussion: This session is for direct service professionals who are supporting youth with and without disabilities in inclusive youth employment programs or other inclusive environments. The content of the training focuses on an introduction to the philosophy and benefits of inclusion and how to incorporate job coaching and natural supports when working with youth of diverse abilities. Attendees will learn basics of job coaching that can be applied to training youth of all abilities, as well as tips and strategies for helping the youth and young adults build relationships and natural supports on the team.

Core Competencies: 1

Map Your Future

Trainer: Jaimie Laitinen

Duration: 1 hour

Interactive Student Session:

This session explores a person-centered approach to futures planning and can be done in large or small groups. The activity uses paper templates and stick on labels to help students in high school or transition programs to plan their future through interactive discussion alternating with individual time to complete templates in a fun and dynamic process. The session explores such topics as “Where will you live”, “Where will you work”, “What will you do to stay healthy”, and “What will you do for fun?” The conversations that come with each section allow students to participate in the learning and teaching and encourage peer discussion. Each student has an opportunity to share their completed map at the end and leaves with their planned future. Works well with students and young adults of all ability levels. Background template and labels can be edited to fit local community.

Core Competencies: 2, 10

Passport to Independence

Trainer: Jaimie Laitinen, + 3 additional classroom helpers

Duration: 1-2 hours

Interactive Session for High School or Transition Students: This dynamic, fast-paced session uses a small paper passport and rubber stamps to break up groups of students/attendees to complete an activity that works through 4 learning topic areas. The 4 learning topic areas run concurrently and focus on giving information about a subject and then incorporate a game or fun activity to practice what was learned. Each activity should last for 15-25 minutes and then the groups get their passport stamped and rotate to the next activity. Passport topics could include: Using transportation, healthy eating, budgeting and financial planning, and interviewing tips. Other topics could be used as well. Works well with large groups of students that can be broken into smaller groups.

Core Competencies: 10

Professional Advocacy for the Employment Specialist

Trainer: Jaimie Laitinen

Duration: 1 – 2 hours

Lecture/Interactive Discussion: This session is for people working in direct service such as employment specialists, job coaches, and job developers who are working in the field of supported employment. The training addresses the common challenges faced by employment specialists such as time management, self-care, burnout, and how to voice these concerns to managers instead of leaving the job altogether. This session also addresses the common concerns of employment specialists relating to how to pursue professional development and identify areas in which to specialize and grow in the role of an employment specialist without having to leave

the direct service arena for a management position. Works well with new, entry level employees or intermediate level employees.

Core Competencies: 1

See Yourself Working

Trainer: Jaimie Laitinen

Duration: 1 hour

Interactive Student or Advocate Session: This session explores a person-centered approach to career planning with people with disabilities. The activity includes watching a short video showing young adults in different jobs, taking a photo and printing it of the person, a large paper template with space to write or draw, and stick-on labels. The session breaks down the process of choosing a career into discussion topics and individual time to complete the template. The discussion topics are: "Where will you work"; "What will you do at work"; "Who will help you"; "How will you get to work"; "What skills do you need to work on to get this job"; "Which items do you need for your job"; and "When will you start to look for your job". This session works well with students of all abilities and can work people who are already employed but looking at future career development ideas as well as younger students who are thinking about their future. Stick on labels can be modified to match local resources, jobs, or locations that fit with the community where training takes place.

Core Competencies: 2, 10