

Alberta Supported Employment Consultant Training

The purpose of this training is to provide an overview of the key concepts and necessary knowledge and skills required to support individuals in their endeavours towards community inclusion and participation through competitive employment.

This training will provide you with a solid grounding in best practises, practical knowledge and skill development, and discussion around challenges and opportunities in this specialized role. Developed by individuals with a combined 65 plus years of experience doing the work, this workshop moves beyond gaining knowledge to application in the real world. The material has been grouped into seven modules and an over view of each module follows.

This learning experience consists of three phases:

1. **Pre-Workshop Assignment:** The assigned readings and learning activities are to be completed before the workshop. Please allow sufficient time. As there is a substantial amount of work to be done before the workshop. The time required will vary depending on your previous knowledge levels. The materials will be made available to you as soon as you register for the workshop. Visit www.acds.ca for registration forms. This prior work is meant to build time for reflection and for individuals to construct meaning from their past experiences. There will be an emphasis on cohort discussions and further collaboration among participants at the face-to-face workshop.
2. **Face-to-face Workshop (2 days)** The focus will be on module Five to eight with and emphasis on creating a safe and welcoming learning environment with a focus on supporting learners to think or solve problems differently as a result of the training. This workshop will result in the development of an individualized Personal Action Plan
3. **Post-Workshop Field Work Assignments** Each participant is required to complete the following four assignments in order to receive a certificate for the Alberta Supported Employment Consultant Training. The assignments correspond to the content emphasized in the training and will demonstrate competency in the four core competency areas. Employment Processes, Stakeholder Interactions, General, and Personal Characteristics.

Origin and History of Supported Employment & Career Development

- This piece examines Career Development theories and the evolution of Supported Employment as well as current trends and practices. The content also includes a review of current legislation and Alberta Labour Standards as pertains to people with disabilities. Another objective is to establish the background and context upon which the balance of the training will be built.

Disability Awareness, Advocacy & Accommodations

- Different types/categories of disability and examples of potential accommodations will be examined. It will also discuss the myths and misconceptions that currently exist in regard to employing people with disabilities. Through this discussion, participants will develop tools to become better advocates for their clients and educators of disability in the community at large including all types of external stakeholders.

Helping Relationships

- Tools, strategies and positive practices required to develop effective Helping Relationships with people in service will be examined. Throughout this section the training will examine and demonstrate effective counselling skills in order to improve communication with both clients and external stakeholders. These skills will/can be transferred to mediation/negotiation with external stakeholders. Creating clear definitions and understanding of professional boundaries will also be included in this module. This module will also address and challenge personal beliefs and the level of self awareness practiced while working with marginalized populations.

Intake & Assessment

- This piece will examine person-centered assessment techniques as well as the purpose and functional use of assessments at intake and beyond. Support needs versus service models will be examined as well in order to understand how to best meet the needs of a prospective client. Understanding the “person” to be worked with will also be a focus of this module.

Career Exploration & Preparation

- The purpose is to enable participants to learn about tools and strategies to engage individuals in the exploration and development of career paths. Along with the exploration element participants will learn about other relevant preparatory aspects for employment.

Job Search & Development

- Will explore approaches to customized job search and the development of sustainable employment opportunities. Effective strategies to engage prospective employers will be discussed as well as presenting the ‘business case’ for diversity hiring.

Job Analysis, Retention & Natural Supports

- The focus will be on essential strategies in fostering employment stabilization and sustainability.