

## Disability Inclusion Training Menu

Work Without Limits provides training for employers to help build their capacity to include individuals with disabilities in their workplaces successfully. All training suits new staff through senior level executives.

**Contact** Work Without Limits today to bring any of these trainings to your organization!

**For All Employees:** These programs are designed to foster inclusivity, accessibility, and understanding of disabilities in the workplace for all staff members, regardless of their roles.

### Disability Etiquette (1 hour)

This highly requested workshop has attendees explore and exercise best practices and tips for engaging with people with all types of disabilities in both personal and professional settings.

**Using mini-lectures, videos, and case studies, participants will be able to:**

- Articulate the importance of and difference between 'person-first' and 'identity-first' language
- Demonstrate related language do's and don'ts
- Describe basic norms for interacting with co-workers with specific types of disabilities including apparent disabilities such as vision, hearing, and mobility impairments as well as mental health, learning, and other non-apparent disabilities
- Practice positive and effective strategies for handling diverse situations, offering to help, and avoiding unintentional offense

### Why Disability Matters to Business (1 hour)

This informative workshop examines current disability statistics, Americans with Disabilities Act (ADA) definitions, and the value proposition for employing individuals with disabilities. Together, participants collaborate and document the positive impact including individuals with disabilities in your specific organization's recruitment and workforce development strategies has on your staff, customers, suppliers, and the community.

**Using mini-lectures, small group exercises and videos, participants will be able to:**

- Challenge a personal misconception that surrounds persons with disabilities and employment.
- Define disability and identify at least 3 benefits to including persons with disabilities in the workplace.
- Share at least one disability statistic and one promising practice of leading employers.

## DISABILITY INCLUSION TRAINING: For All Employees (continued)

### Creating and Facilitating Inclusive Meetings and Events (1 hour)

This workshop focuses on strategies and best practices for creating meetings that are accessible and inclusive for all participants. Learn how to facilitate discussions that engage diverse perspectives, accommodate various needs, and promote an environment of respect and collaboration. Participants will explore tools for addressing barriers, ensuring clear communication, and fostering an atmosphere where everyone feels heard and valued. By the end of the session, you'll be equipped to lead more inclusive, productive meetings that benefit your team and organization as a whole.

#### After attending this training, participants will be able to:

- Identify and address common barriers to inclusion in events.
- Learn and apply inclusive facilitation techniques that promote equal participation and ensure all voices are heard, including those from underrepresented or marginalized groups.
- Explore approaches and tools that support accessibility in meetings.
- Develop strategies for creating a welcoming environment that encourages diverse perspectives, fosters respect, and enhances collaboration during meetings.

### Creating Accessible PowerPoint Presentations 101 (1 hour)

This training focuses on some basic steps to make PowerPoint presentations accessible for people with visual impairments and other disabilities. Basic rules for developing accessible PowerPoint presentations will be covered. These same rules can be applied to other applications like Microsoft Word and when creating content for websites. Accessibility means that people with disabilities can access the same things as those without a disability, whether it is a physical, cognitive, hearing, or visual impairment.

This training is suitable for anyone producing a presentation using PowerPoint.

#### After attending this training, participants will be able to:

- Describe why accessibility is important
- Enlist six basic steps to making PowerPoint presentations accessible
- Use the PowerPoint Accessibility Checker to identify and fix accessibility issues

### Neurodiversity in the Workplace\* (1 hour)

When we typically think about diversity, we usually consider race, gender, ethnicity, and sexual orientation. Disabilities like autism spectrum disorder, Attention Deficit Hyperactivity Disorder (ADHD, and learning disabilities are also part of what makes our workplaces diverse. This workshop expands upon the conventional understanding of these "hidden disabilities" by applying the strength-based perspective of Neurodiversity (valuing differences in how people think and learn).

Through interactive group exercises and discussions, participants will gain an understanding of the autism spectrum and ADHD through a strength-based lens and learn how to recognize and address systemic barriers to employment, access this unique talent pipeline, and build a more diverse, inclusive, and equitable workplace culture that is supportive of Neurodiversity.

#### After attending this workshop, participants will be able to:

- Describe the Neurodiversity strength-based philosophy and how it distinguishes itself from disability-centered models and accurately define core terms of this approach.
- Recognize and identify barriers within the workplace that limit the success of neurodiverse individuals.
- Identify 3 practical tools to use within the workplace to address barriers and promote inclusive practices.

## DISABILITY INCLUSION TRAINING: For All Employees (continued)

### Disability Sensitivity (Pick a Disability) (1 hour) – minimum group size of 20

This highly interactive and impactful workshop examines the common fears, misconceptions and stereotypes that surround people with disabilities. This experience demonstrates how easily emotional reactions to disabilities can be transferred to the work setting, and how attitudes can affect the willingness to hire individuals with disabilities. Taken from the Tilting at Windmills disability awareness and sensitivity training program, this experience is guaranteed to evoke participation ranging from simply raising one's hand and being counted to sharing personal and professional experiences and insights with the group.

**After completing this workshop, participants will be able to:**

- Recognize personal attitudes about disability
- Challenge personal and public stereotypes, myths, and misconceptions that surround persons with disabilities and employment
- Articulate the impact our attitude about people with disabilities has on building a culture of inclusion

### Disability Dialogue\*\* (1 hour)

In response to "We want MORE!" from training attendees, this open Q&A discussion is designed to follow a disability inclusion core training or series of trainings. Disability Dialogue is a safe and open space to ask general follow-up questions that continue and deepen the conversation from a previous training or trainings. Facilitated by a Work Without Limits team member, Disability Dialogue is driven by participant questions. Though not mandatory, it is best practice for organizations to collect and submit anonymous questions to Work Without Limits in advance to help jump start the conversation. The session will not be around any specific organizational policy, hiring practice, or particular employee, but rather is a continuation of previous training driven by participant needs and follow up questions.

**\*\*One of the following Work Without Limits Disability Inclusion trainings is required as a prerequisite to Disability Dialogue:**

- Disability Etiquette
- Why Disability Matters to Business
- Interviewing Candidates with Disabilities
- Conducting Performance Discussions with Employees with Disabilities

## DISABILITY INCLUSION TRAINING: Leadership/Role Specific

To further build leadership capacity in inclusivity and accessibility, these programs are tailored to individuals in leadership positions and those with responsibilities in decision-making, team management, and inclusive practices.

### Interviewing Candidates with Disabilities (1 hour)

Disability Etiquette training is required as a prerequisite.

This targeted workshop gives clarity and confidence to hiring professionals in preparation for and during interviews with candidates with disabilities.

**Using mini-lectures, large and small group exercises and impactful videos, participants will be able to:**

- Implement a disability inclusive interview environment, mindset, and techniques.
- Recognize and differentiate between interview skills and the skills to do the job.
- Identify questions you can and cannot ask.
- Practice when and how to discuss accommodations and the interactive process.

## DISABILITY INCLUSION TRAINING: Leadership/Role Specific (continued)

### Conducting Performance Discussions with Employees with Disabilities (1 hour)

Disability Etiquette training is required as a prerequisite.

This targeted workshop gives clarity and confidence to supervising professionals in preparation for and during performance reviews with employees with disabilities. Participants will receive a concise review of the essentials of the Americans with Disabilities Act (ADA), including key terms and considerations such as essential job functions and the interactive process for determining reasonable accommodations.

**Using mini-lectures and case studies, participants will be able to:**

- Address conduct issues and performance improvement plans with confidence
- Navigate the disclosure of a disability during a performance discussion and engage internal and/or external resources at appropriate times
- Manage what to do when performance does not improve

### An In-Depth Exploration of Reasonable Accommodations and the Interactive Process\* (1 hour)

This training is developed and delivered in collaboration with the [Massachusetts Disability Law Center](#).

The interactive process is essential to an employer's compliance with the mandate of the Americans with Disabilities Act (ADA) that employees with disabilities be provided effective reasonable accommodations. Both employers and employees should engage in the interactive process in "good faith" but there are no explicit rules for what that means, or for what does or does not constitute reasonable accommodation in any given job category. Therefore, it is important for managers and human resources professionals to understand and implement best practices for recognizing and addressing reasonable accommodation requests from job applicants and employees. This training will provide an in-depth analysis of the interactive process and recommend tips and strategies that can be used to avoid common pitfalls that occasionally lead to legal disputes.

**After completing this training, participants will be able to:**

- Distinguish between accommodations that are reasonable in the workplace and those that are not reasonable or constitute an undue hardship.
- Recognize when a request for reasonable accommodation is made by an employee.
- Use best practices while engaging in an interactive process with an employee who has requested reasonable accommodation.
- Choose and implement the best options for both the employer and the employee.

### Strategies to Support Mental Health in the Workplace\* (1 hour)

This training is developed and delivered in collaboration with Dori S. Hutchinson, Sc.D., CPRP, CFRP, Executive Director/Director of Services Center for Psychiatric Rehabilitation, Boston University.

It has been several years of ongoing and often intense change – a global pandemic, altered work schedules and environments, political and social justice tensions – they all have had and continue to have, a powerful impact on our mental health and functioning in our personal lives and at work. Supporting employees' mental health and wellbeing is a return on investment as mental health disorders cost the global economy \$1 trillion each year in lost productivity. Workplaces and supervisors are often uncomfortable or unsure of best practices to build a culture that supports mental health as a foundation for successful employment and wellbeing. During this interactive training, we will discuss key strategies and best practices staff and leaders can implement, promote, and provide to support wellness & resiliency.

**After attending this training, participants will be able to:**

- Recognize the signs of a mental health condition.
- Describe the psychological impact of distress, mental health conditions and chronic stress can have on individual and workplace functioning.
- Utilize a key communication strategy to assist employees to seek assistance and reasonable accommodations.
- Identify key messaging to promote mental health and build a supportive workplace.

## Consulting Services – Contact us for a customized proposal

Diversity is not just a nice to have in business – it is imperative to drive innovation, deliver products and services that are relevant and resonate with customers, and enhance organizational culture and productivity. The business case for including people with disabilities in business is well documented and Work Without Limits provides practical guidance, education, opportunities and connections to help you achieve your disability inclusion goals regardless of your self-assessed beginner, intermediate or advanced status.

Through our [Consulting Services](#), we bring disability inclusion subject matter expertise, resources, and experience designed to enhance and accelerate your organization's strategic disability inclusion goals. Whether you are in the private or public sector, big or small in size, or have short or long term goals, all engagements will provide:

- a clear assessment of your organization's position along the continuum of disability inclusion
- a set of recommendations and actionable, measurable next steps that will lay a solid foundation for future disability inclusion recruitment, programming, and success

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to discuss your training needs!



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