Starting Out Right!
Planning for and Working on Pre-Employment Skills

My Vision

Celia Schloemer
Family Support Coordinator
What does it even mean to talk about

**PRE EMPLOYMENT SKILLS**

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**skill**

[skil]

**NOUN**

1. the ability to do something well; expertise. “That is difficult work, taking great skill”

2. a particular ability. "the basic skills of cooking"
Pre employment Skills

Hard Skills

Soft Skills

Social Skills

Hard Skills or Work skills

Hard Skills = Taught + Specific + For a certain job or task + Class in school or in a training
Hard Skills or Work skills

- Help you do your job better or more easily
- Are a skill that might help you get another job
- Are sometimes measured or evaluated
- Are sometimes offered when hired

<table>
<thead>
<tr>
<th>School</th>
<th>Job</th>
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<tbody>
<tr>
<td>Reading</td>
<td>Cash Register</td>
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<td>Math</td>
<td>Food Prep</td>
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<td>Following directions</td>
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<td>Calculator</td>
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<td>Computer Skills</td>
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<td>Vocational Classes</td>
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Soft Skills

Soft Skills = 

People skills  
+ Social skills  
+ Attitudes  
+ Communication skills

Top 10 Soft Skills

1. Strong Work Ethic  
2. Positive Attitude  
3. Team Oriented  
4. Works Well Under Pressure  
5. Effective Communicator  
6. Flexible  
7. Confident  
8. Great Listener  
9. Professional  
10. Dependable
Social Skills

Social Skills =
- Getting along with others
- Being flexible
- Creating appropriate relationships
- Adjusting our behavior in each situation
- Adjusting our needs or wants for others

Soft and Social Skills

- Help you to get along and work well with others
- Help you do and keep your job
- Are used everyday at work, at school and at home
- Can be learned anywhere
Social Skills

Paving the way to Employment
Paving the way to Employment

Help them know their value and anticipate their:
- Needs
- Expectations
- Experiences
- Opportunities

Sharing your stories with others

- What do people like and admire about me?
- What is important to me?
- How can you best support me?
Life Experiences = Life Outcomes

- More Possibilities
- Expectations
- Opportunities
- Experiences

Anticipatory Guidance
The Bus will Stop Coming

Have you anticipated that your child will:

- Have independent experiences (volunteer, social, dating)
- Build specific skills of how to look for, get and keep a job?
- Learn what they like to do or want to learn more about?
- Grow to “be their own person”?
- Be able to be safe at home or in the community alone or with limited support
- Know what to do in case of an emergency or disaster
- Know what they CAN do, rather than limitations of their disability?

Integrating supports to build skills
Building Skills through an Integrated Model

**Hard Skills**

- Has 1-2 broad areas of interest
- Has 2-3 specific interests
- Has 3-4 skills in these areas
- Loves to learn new things

**Soft Skills**

- Creative
- Caring
- Works well with others
- Follows rules
- Stays on task

**Social Skills**

- Confidence to do hard things
- Completes tasks when asked
- On time attendance
- Peer mentors

**Technology**

- Video skill building
- Virtual social groups
- Modeling videos
- Facebook
- Smart phone

Access the LifeCourse Framework and tools at lifecoursertools.com

Developed by Michelle Fleming, a member of the world's Institute for Human Development, 2008. humansislife.org | April 2010
Social Skills

Have

Need

Friends, Aunt
Friends Parents
Academic Advisor
Peer mentors
Career mentor
Social Group

Speak clearly
Can stay calm
Asks for help
Speaking confidently
State needs, wants or
feelings
Not interrupting
Good listener
Hygiene
I

IEP
Transition Plan
Disability specific
Social Group
School Social
Group
Social Skills Assessment

Community Group
YMCA Member
Community
Dance group
Church Youth
Group

Skill Building videos
Virtual Social groups
Modeling Videos
Facebook
Smart Phone
Computer

Need

Need

Social Group

Community Group

Creating a vision

What is your vision of a good Life?
What is your Child’s vision?
Creating a vision

Friends, family, enough money, job I like, home, faith, vacations, health, choice, freedom

Poverty, loneliness, restrictions, isolation, lack of choice, boredom

Creating an early employment vision

What skills do I want to learn or improve to be able to be employable

What will keep me from growing and improving to be more employable?
Creating an early employment vision

What skills do I want to learn or improve to be able to get a job I want?

Trajectory towards Life Outcomes

What will keep me from improving and getting the job I want?

Trajectory towards things unwanted

What skills do I want to learn or improve to be able to keep a job?

Trajectory towards Life Outcomes

What will keep me from growing and improving or cause me to lose my job?

Trajectory towards things unwanted
Creating a trajectory for Employment

We Learn from our Experiences
Community Allies and Partners

- Identify key people and organizations
  - School Opportunities
  - Volunteer Opportunities
  - Business you frequent
  - Business that support interests
  - Community classes or experts

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  - Volunteer Opportunities
  - Business you frequent
  - Business that support interests
  - Community classes or experts
- Determine what your vision for the Individual or with the organization is
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  - Business you frequent
  - Business that support interests
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- Determine what your vision for the Individual or with organization is

- Prepare, Risk, Assess, Repeat!!

But with COVID19 its different

**Before**
- Try something new
- Create a community connection
- Volunteer
- Create a resume
- Practice interviewing
- Job shadow
- Learn about supports
- Learn and practice hard and soft skills
- Take assessments
- Vocational Classes

**After**
- Try something new
- Create a community connection
- Volunteer at home
- Create a resume
- Practice interviewing
- Learn about Jobs
- Learn about supports
- Learn and practice hard and soft skills
- Ask others about you
- Try online learning or tutorials
Integrating supports to make connections and create opportunities

Community Allies and Partners

BE BRAVE.
Even if you're not, pretend to be.
Tools towards a good life

www.lifecoursetools.com
Charting the LifeCourse Trainings are provided by

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and  
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