While the Bus is Still Coming: Exploring Self-Advocacy and Workplace Readiness Skills in Elementary

October 28, 2021
Have questions throughout the presentation?

https://padlet.com/sarahconlin/ng44n5pxwdux6zdfs
The Why

Begin with the end in mind.
~Steven Covey

~LCPS believes all students can be employed.
~The pathway to employment could look different for every student, but in the end, we believe all students can be employed.
The How

K-5 Awareness
- Explore concept of jobs
- Develop soft skills
- Increase decision making skills
- Practice goal setting skills
- Explore hobbies/interests

6-8 Exploration
- Identify skills, preferences and interests
- Understand relationship between careers & quality of life
- Demonstrate workplace readiness skills

9-12 Preparation/Training
- Recognize work leads to personal satisfaction
- Gain knowledge of current job trends
- Utilize time and organization skills
- Apply decision making to career planning

Your Role in Career Development Matters!
In short, it is the ability to speak up for yourself. As an advocate for yourself you are able to ask for what you need and want and develop a plan to achieve your goals.

*Covey.org*
I’m determined to **succeed**.

Find tools and support to help you set goals, be heard, and reach for the stars.

[Let's Go, Youth!](#)
<table>
<thead>
<tr>
<th>My Strengths</th>
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How Can we Build Self-Advocacy?

Empower students to...

• Know yourself.
• Know your needs.
• Know how to get what you need.
By focusing early on self advocacy and self awareness we can build skills for success in education, employment, and functional life skills.
Predictors of Post-Secondary Success

- Early work experiences
- Social skills
- Workplace behaviors
- Self-determination skills
- Match between abilities and interests
- Functional life skills to include stamina and fitness
21st Century Workplace Readiness Skills for the Commonwealth

Needs Identified by Virginia Employers

Personal Qualities and Abilities

1. CREATIVITY AND INNOVATION: Employs originality, inventiveness, and resourcefulness in the workplace
2. CRITICAL THINKING AND PROBLEM-SOLVING: Uses sound reasoning to analyze problems, evaluate potential solutions, and implement effective courses of action
3. INITIATIVE AND SELF-DIRECTION: Independently looks for ways to improve the workplace and accomplish tasks
4. INTEGRITY: Complies with laws, procedures, and workplace policies; demonstrates honesty, fairness, and respect
5. WORK ETHIC: Consistently works to the best of one’s ability and is diligent, dependable, and accountable for one’s actions

Interpersonal Skills

6. CONFLICT RESOLUTION: Negotiates diplomatic solutions to interpersonal and workplace issues
7. LISTENING AND SPEAKING: Listens attentively and asks questions to clarify meaning; articulates ideas clearly in a manner appropriate for the setting and audience
8. RESPECT FOR DIVERSITY: Values individual differences and works collaboratively with people of diverse backgrounds, viewpoints, and experiences
9. CUSTOMER SERVICE ORIENTATION: Anticipates and addresses the needs of customers and coworkers, providing thoughtful, courteous, and knowledgeable service
10. TEAMWORK: Shares responsibility for collaborative work and respects the thoughts, opinions, and contributions of other team members

Professional Competencies

11. BIG PICTURE THINKING: Understands one’s role in fulfilling the mission of the workplace and considers the social, economic, and environmental impacts of one’s actions
12. CAREER AND LIFE MANAGEMENT: Plans, implements, and manages personal and professional development goals related to education, career, finances, and health
13. CONTINUOUS LEARNING AND ADAPTABILITY: Accepts constructive feedback well and is open to new ideas and ways of doing things; continuously develops professional skills and knowledge to adjust to changing job requirements
14. EFFICIENCY AND PRODUCTIVITY: Plans, prioritizes, and adapts work goals to manage time and resources effectively
15. INFORMATION LITERACY: Locates information efficiently, evaluates the credibility and relevance of sources and facts, and uses information effectively to accomplish work-related tasks
16. INFORMATION SECURITY: Understands basic internet and email safety and follows workplace protocols to maintain the security of information, computers, networks, and facilities
17. INFORMATION TECHNOLOGY: Maintains a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions
18. JOB-SPECIFIC TOOLS AND TECHNOLOGIES: Knows how to select and safely use industry-specific technologies, tools, and machines to complete job tasks effectively
19. MATHEMATICS: Applies mathematical skills to complete tasks as necessary
20. PROFESSIONALISM: Meets organizational expectations regarding work schedule, behavior, appearance, and communication
21. READING AND WRITING: Reads and interprets workplace documents and writes effectively
22. WORKPLACE SAFETY: Maintains a safe work environment by adhering to safety guidelines and identifying risks to self and others
The How

- Embed work skills into every-day activities
- Classroom based jobs
- Problem solving skills
Areas of Focus in Elementary School?

- Promote Student Self Advocacy
- Increase Self Awareness
- Help Build Stamina
- Increase Independence
- Increase Problem Solving Skills
Who Can Support These Areas of Focus?
## Roles

### School Role and Responsibilities

#### School and Community
- Set and maintain high student expectations for employment, education and training, and independent living skills
- Foster self-determination, self-advocacy and independence
- Collaborate and gather strengths, preferences, and interests across home, school, and community
- Build opportunities within school, home, and community to increase workplace readiness skills and independence
- Communicate student progress regularly

#### Elementary (Self-Awareness and Career Awareness)
- Discuss importance of work
- Expose students to careers
  - Guest speakers
  - Workplace tours
- Enhance student’s awareness of strengths /interests/ preferences
- Explore preferences for working with people, information, or things
- Inform families of importance of transition process
- Allow for choice and decision making
- Allow for goal setting and provide opportunities to self-monitor
- Prepare students to participate in IEP meetings
- Assign work responsibilities in class
- Build opportunities to increase independence in class and school
- Establish linkages and referrals to community agencies
- Compile Academic and Career Portfolio

### Family Role and Responsibilities

#### Home and Community
- Engage in extracurricular and community activities
- Discuss importance of work
- Encourage participation in chores
- Talk about strengths/interests in home/community
- Identify personality preferences
- Encourage student participation in IEP meetings
- Teach and model workplace readiness skills
- Explore community supports
- Allow for choice and decision making
- Build opportunities to increase independence in home/community
- Establish linkages to community resources and adult agencies
- Increase knowledge of diploma options
Partners

• Students and parents are a very important partner in building workplace readiness and self-advocacy skills.
• Everyone is a partner in skill building! This includes teachers, counselors, case managers, teaching assistants, administrators, and related service providers.
The Hiring Chain Video

Video Link
Newsletter Link

Transition Flyer

Schoology Parent Group Code: 6DC8-4X4D-4J8JH

I’m Determined

Parent Educational Advocacy Training Center (PEATC)

Center on Transition Innovations (VCU CTI)
Contact Information

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