



Dworkforce *Discovery*

Diversity and Disability in the Workplace

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How to Use this Guide

Workforce Discovery: Diversity and Disability in the Workplace is an in-depth training on disability awareness with the provisions of the Americans with Disabilities Act (ADA) integrated throughout each training module.

Each manual is divided into five modules that focus on the following areas:

- Module 1: Typecasting: Understanding Disability
- Module 2: Legal Implications: An Overview of the Americans with Disabilities Act
- Module 3: Reasonable Accommodation
- Module 4: Etiquette: Communication and Interaction
- Module 5: Best Practices for Trainers

All of the contents of this manual are included on a CD located inside the front cover. This will allow the trainer to customize the training as needed and provide materials in alternate formats (e.g. Braille, large print, etc.).

Features of the Modules

Module Goals

The module goals outline the specific knowledge and/or skills that participants can expect to attain.

The Equipment and Materials

The sections describe any necessary supplies, including audio/visual equipment necessary to conduct training for that module. Trainers without access to a laptop computer and LCD projector to show the PowerPoint slides can copy the slides onto transparencies and use them with an overhead projector.

Time

An estimate of the time required to conduct the module is provided. It is, however, important to note that as each trainer develops his or her own style and responds to the specific needs of each audience, the amount of time needed to conduct each module may vary.

Notes

Each of the module's pages is formatted into two columns. The left column includes the information and directions for conducting the training. The right side is titled "notes" and is blank so that the trainer can record notes for each activity.

Handouts

Copies of the handouts are located at the end of the module inside the plastic covering. Handouts are also included within the module for the trainer's use. Handouts of the PowerPoint presentations are also included in this section, for distribution among the participants.

Acknowledgements

The footnotes in each module refer to citations which can be found in the acknowledgements section.

Format of the Modules

Regular print material may be read verbatim, but it is best if the trainer adapts the general idea to his or her own word choice.

All words in grey italics are directions or discussion tips for the trainer.

Show PowerPoint indicates that a PowerPoint slide should be shown. For the convenience of the trainer, the actual slide is pictured directly below this icon. The slide's text is also reprinted immediately after its picture, to ensure easy reading.

To ensure that the training is accessible for all participants, it is very important that the trainer reads all of the text that appears on the PowerPoint and describes any graphical images.

This five-module training may be used in a variety of ways to customize presentations for specific groups. All of the modules may be used separately as stand-alone workshops. It would take at least one full day to conduct a training using the first five modules to ensure adequate time for questions and discussion. A half-day training on the ADA and employment issues could be conducted using modules 2 and 3. A half-day training on disability awareness could be conducted using modules 1 and 4. Module 5 is designed to develop training and presentation skills rather than knowledge about the ADA.