# WORKPLACE READINESS &

# **SELF-ADVOCACY TRAINING**

## FOR YOUTH WITH DISABILITIES





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# WHO WE ARE

At **Vessels of Compassion Therapy Center**, we recognize the unique journey of students with disabilities and feel that it is imperative that these students are provided with support that not only allows them to thrive professionally but also fosters their mental well-being.

This is why we have launched, Vessels of Compassion Thrive Center!

#### THRIVE:

T: Take Time for Yourself H: Harness Your Strengths R: Reach Out for Help I: Invest in Self-Care V: Visualize Success E: Explore New Interests

At **VOC Thrive Center**, our vision is one of empowerment and inclusion. Through a combination of engaging workshops, inclusive group sessions, and self-care resources, we support students in building their confidence and abilities, while equipping themselves for a fulfilling and sustainable career journey.

Our mission is to break down barriers and empower students to embrace their unique talents and abilities while managing their mental health.



Tracy Boatmon, LMSW, CCTP Owner and CEO

## WORK READINESS TRAININGS

Navigating Time: Strategies for Students with Unique Abilities

Elevating Social Skills for Students with Diverse Abilities

Beyond Words: Mastering Effective Communication for the Workplace

> Empowered to Interview Like a Boss

## **SELF-ADVOCACY WORKSHOPS**

Disclosing Your Disability with Confidence

Be SMART & Set Goals

Requesting Accommodations: Your Voice, Your Success

## COUNSELING ON POST SECONDARY EDUCATION

Finding Money for College or Career School

## "Navigating Time:

## Strategies for Students with Unique Abilities"

Course Duration: (6) 1-hour sessions

Course Description: Does the mere sight of your to-do list send you into panic mode? Does it seem like 24 hours in a day isn't nearly enough time to do all the things you have to do, let alone want to do? Then this course is for you!

This course is designed to equip students with effective time management skills tailored to their individual needs and challenges. Students will be provided with a comprehensive toolkit of strategies for managing time and techniques for dealing with mental stress.

**Course Format:** This course will be conducted in-person with interactive group discussions and activities exploring real-life scenarios involving time constraints to develop practical skills, strategies and resilience.

### **Course Highlights**

*Understanding the Impact of Disabilities on Time Management:* Explore how different disabilities can influence time perception, task execution, and planning abilities.

**Personalized Time Management Plans:** Learn to create customized time management plans that consider your specific challenges and strengths. Assistive Technologies for Time Management: Discover a variety of assistive tools and technologies that can enhance your ability to manage time effectively.

**Prioritization Techniques:** Develop skills to identify and prioritize tasks, projects, and commitments, while considering the unique demands of your disability.

*Overcoming Procrastination and Distractions:* Gain strategies to combat procrastination and minimize distractions, tailored to your disability-related concerns.

**Building Resilience and Coping Skills:** Develop resilience in the face of setbacks and learn coping skills to help you de-stress and adapt your time management strategies to changing circumstances.

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## "Elevating Social Skills for Students with Diverse Abilities"

Course Duration: (6) 1-hour sessions

**Course Description:** Are you ready to navigate various social settings with confidence and poise? Then allow us to help you unlock the power of connection in a supportive and engaging environment! This course is designed for students with disabilities to build, enhance, and celebrate their social skills. Students will gain the tools to develop the confidence to thrive in various social settings.

**Course Format:** Engage in lively in-person discussions to explore concepts and share personal experiences. Practice real-life social scenarios through role-play to enhance practical skills.

#### **Course Highlights**

*Effective Communication:* Cultivate active listening, various communication styles, and nonverbal cues to convey thoughts and feelings. Navigating Social Scenarios: Master strategies to confidently navigate a range of social settings, from casual conversations to group dynamics.

*Conflict Resolution Toolkit:* Be equipped with skills to resolve disagreements positively and maintain harmonious relationships.

*Unleash Inner Confidence:* Develop self-assurance by recognizing and embracing your individuality.

*Train Your Brain:* Learn ways to train your brain to better handle social situations and the social anxiety that comes with them.

*Cultural Sensitivity:* Gain insights into cultural differences and build adaptive skills for diverse social environments.

## "Beyond Words:

## **Mastering Effective Communication for the Workplace**"

Course Duration: (6) 1-hour sessions

Course Description: Effective communication can be the game-changer in one's journey towards workplace success! This course has been designed to empower students with disabilities with the essential communication skills required to succeed in workplace environments. Over six weeks of interactive sessions, students will develop a solid foundation in communication techniques that will boost their confidence, enhance their interpersonal interactions, and prepare them for the professional world. Through a mix of activities, discussions, and practical exercises, participants will gain valuable insights into the art of effective communication.

**Course Format:** This interactive in-person course involves role-playing, hands-on activities and collaborative learning.

#### **Course Highlights**

*Introduction to Communication Skills:* Explore the importance of communication in the workplace and its impact on personal and professional growth.

Active Listening and Nonverbal Communication: Learn active listening techniques and recognizing nonverbal cues and their role in effective communication. Verbal Communication and Expressing Ideas: Master strategies for articulating thoughts clearly and confidently.

**Building Empathy and Understanding:** Engage in empathy-building exercises to enhance interpersonal relationships and explore how to understand and respect diverse perspectives.

*Conflict Resolution and Negotiation:* Develop techniques to handle conflicts constructively and professionally and practice conflict resolution through real-life scenarios and role plays.

*Holistic Development:* Beyond academic achievements, this course promotes personal growth, resilience, and a positive attitude toward challenges.

## "Empowered to Interview Like a Boss"

Course Duration: (6) 1-hour sessions

Course Description: This in-person course is designed to empower students with disabilities to conquer interviews with confidence and poise. Over three immersive weeks, students will embark on a transformative journey to master the art of interviewing, harnessing their unique abilities to stand out in any interview scenario. Whether it's for college admissions, scholarships, or future job opportunities, this course will equip students with the skills needed to make a lasting impression.

**Course Format:** Through in-person sessions, students will engage in discussions, hands on practice, and tailored coaching opportunities. Small groups will be formed to foster interactive learning and personalized attention.

#### **Course Highlights**

*Interview Essentials and First Impressions:* Role-playing activities for mastering introductions. Create impactful first impressions through body language and attire and develop strategies for confident greetings and rapport building.

*Crafting Your Story:* Discover the power of storytelling to highlight your strengths and experiences. Discuss accommodations with grace and confidence, while navigating sensitive topics effectively.

Answering with Impact and Excelling in Virtual Interviews: Master techniques for crafting compelling answers to common questions. Develop techniques for maintaining engagement and eye contact in virtual settings.

*Embracing Challenges and Managing Anxiety:* Discuss accommodations with grace and confidence, while navigating sensitive topics effectively. Develop skills to help you manage the stress of interviewing and apply those strategies in the moment.

# Self-Advocacy Trainings

## "Disclosing Your Disability with Confidence"

Course Duration: (6) 1-hour sessions

Course Description: Discover the power of self-advocacy and effective communication in this specialized course. This workshop is designed to guide students with disabilities through the process of disclosing their disabilities with confidence and poise. Over three intensive sessions, students will gain the tools and strategies needed to navigate this critical aspect of their personal and professional journey. Whether for educational accommodations, workplace conversations, or personal relationships, this course will empower students to embrace their uniqueness and communicate effectively.

Course Format: In-person sessions fostering engagement, guided reflection and inclusivity. Interactive discussions and exercises that will incorporate real-life scenarios for skill application.

### **Course Highlights**

*Understanding Disclosure:* Explore the benefits, challenges, and significance of disclosing your disability in various contexts. Understand the importance of informed decision–making and empowerment.

*Effective Communication Strategies:* Learn techniques to communicate your abilities, needs, and accommodations confidently and comfortably. Engage in role-playing exercises to practice disclosure conversations.

*Navigating Reactions and Building Resilience:* Address potential reactions and questions you might encounter. Develop strategies to respond to curiosity and misunderstanding. Discuss ways to cultivate resilience and self-assuredness in the face of adversity and disclosure.

*Embracing Challenges and Managing Anxiety:* Discuss accommodations with grace and confidence, while navigating sensitive topics effectively. Develop skills to help you manage the stress that may arise from disclosing your disability.

#### "Be SMART & Set Goals"

Course Duration: (6) 1-hour sessions

**Course Description:**Embrace the SMART goals approach to turn your dreams into achievable, step-by-step plans. This course is designed specifically for students with disabilities who want to

use the power of effective goal setting. This class will equip you with the tools, strategies, and mindset needed to set and achieve your aspirations.

**Course Format:** This course will be conducted in-person with interactive discussions, hands-on exercises, group activities, and personal reflections.

## **Course Highlights**

#### Explore the power of goal setting:

Understand why setting goals is essential for personal and academic growth.

*Understanding Personal Strengths:* Learn how to view your disabilities not as barriers, but as opportunities to showcase your strengths.

*Tailoring goals to your journey:* Learn how to adapt goal-setting strategies to your unique abilities and circumstances.

*The SMART Approach:* Dive into the widely utilized SMART goals framework to create goals that are Specific, Measurable, Achievable, Relevant, and Time-bound.

*Overcoming obstacles:* Develop resilience and strategies to navigate setbacks and obstacles on your path to success.

*Visualization and motivation:* Discover techniques to stay motivated, visualize your success, and maintain a positive mindset.

*Accountability and support:* Explore the benefits of seeking support from peers, mentors, and resources to keep you on track.

## "Requesting Accommodations:

## **Your Voice, Your Success"**

Course Duration: (6) 1-hour sessions

Course Description: This empowering course is tailored to students with disabilities seeking to understand, request, and secure accommodations effectively. Over three engaging sessions, students will learn how to effectively request and secure accommodations in various contexts, ensuring that their unique needs are met. Whether in educational settings, workplaces, or other life scenarios, this course will equip students with the tools to thrive.

**Course Format:** Interactive in–person sessions promoting engagement, open discussion, practical exercises, and role–playing real–life scenarios.

### **Course Highlights**

*Unveiling Accommodations:* Understand the concept of accommodations and their role in promoting equality. Explore the different types of accommodations available and their benefits. Discover your rights and responsibilities in requesting accommodations.

*Crafting Effective Requests:* Learn to articulate your needs and advocate for reasonable accommodations. Understand how to communicate with teachers, employers, and more. Engage in role-play exercises to practice writing effective accommodation requests.

*Overcoming Challenges and Building Confidence:* Discuss potential challenges and concerns when requesting accommodations. Develop strategies to address resistance, misconceptions, or apprehensions. Focus on building self-confidence and resilience throughout the accommodation process.

# **Counseling on Post Secondary Education**

## **Find Money for College or Career School**

Course Duration: (2) 1-hour sessions

**Course Description:** This course is designed to provide parents and students with comprehensive guidance on navigating financial aid opportunities to support their education. Over two one-hour sessions, participants will gain an understanding of the financial aid process, available resources, and strategies for maximizing financial support.

**Course Format:** This course will be offered in-person and virtually. Class size is limited to 7 families (minimum 5 families) to allow for engagement and space for Q and A. Participants will be encouraged to complete a brief post-course survey to provide feedback on the course content and delivery.

## **Course Highlights**

#### What is Financial Aid?

Exploring eligibility criteria for federal and state aid.

#### Who Can Get Financial Aid?

Learn basic eligibility criteria for federal student aid,

#### **How Much Financial Aid Can I Get?**

Estimating financial aid awards and packages, identifying factors that can impact your aid.

#### **How Do I Apply for Financial Aid?**

Step-by-step guide to completing the FAFSA (Free Application for Federal Student Aid).

#### **Resources and More Information**

Accessing tools and assistance for successful applications.



At Vessels of Compassion Thrive Center we are committed to equipping students with disabilities with the essential job readiness and self-advocacy skills needed to confidently stride into the world of employment.

# **Contact us today**

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