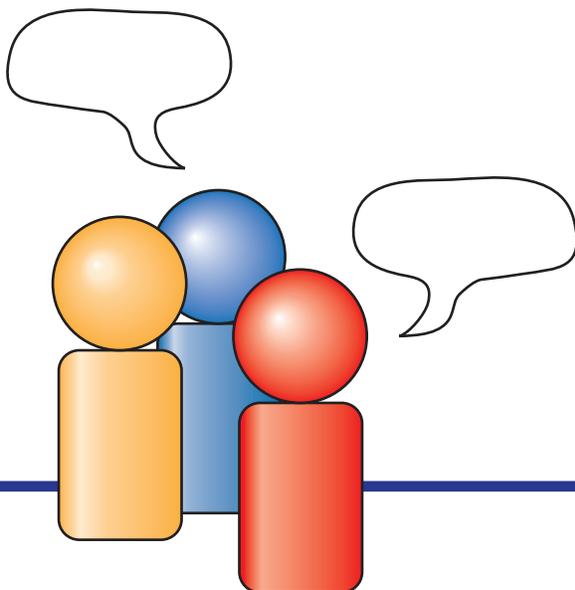


MODULE STUDY GUIDE:

Enhancing Employment Outcomes



**Transition Coalition Module Study Guide:
*Enhancing Employment Outcomes***



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Transition Coalition Module Study Guide: *Enhancing Employment Outcomes*

Study Guide Overview

The Transition Coalition (TC) Module Study Guides are designed to extend the knowledge you gain and activities you complete as part of the Transition Coalition training modules. In addition, each TC Module Study Guide provides you with ways to reflect on your own materials/resources, teaching practices, and transition planning practices in order to help you identify what enhancements or improvements you can make.

There are TC Module Study Guides for the following modules on the Transition Coalition website (www.transitioncoalition.org).

- *Best Practices in Planning for Transition*
- *Transition Assessment: The BIG Picture*
- *Enhancing Employment Outcomes*
- *The Essentials of Self-Determination*
- *Working with Families*
- *Transition for Youth with ED/BD*
- *Secondary Transition & Cultural Diversity*

Key elements of each TC Module Study Guide include:

- Instructions for how to access the Transition Coalition modules and other resources on the Transition Coalition site
- Extension activities for applying knowledge and information gained from the module to improve practices related to transition
- Activities for individual professionals who are working independently to improve their own transition practices
- Activities and discussion questions that groups of professionals can use for professional development efforts

Purpose of the *Enhancing Employment Outcomes* Module

The purpose of this module is to provide you with general knowledge of career development and employment programs and practices, as well as a framework for providing career development instruction and experiences to your students. The learning objectives include:

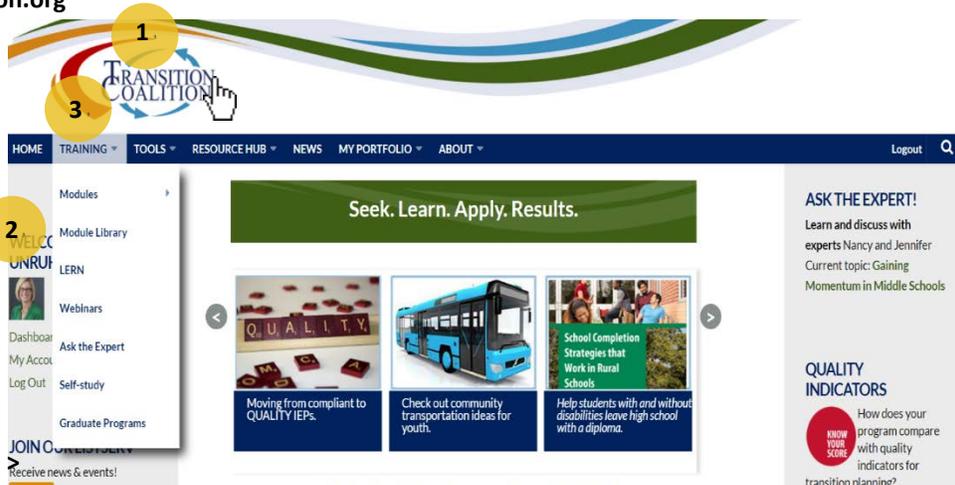
- Identify the four phases of career development and describe the primary focus of each.
- Explain the six key components needed for effective school-sponsored vocational programs and identify strategies for each: Career Assessment, School-based Activities, Work-site Experiences, School-Business Partnerships, On-site Support and Training, and Postsecondary Education and Training.
- Explain why worksite experiences are important for students with disabilities and describe how different experiences offer varying levels of intensity.
- Describe the five critical steps in developing school-business partnerships: introduction, know the business, know the job, build relationships, and decision-making.
- Outline strategies to improve collaboration with post-secondary education and training.

This study guide is designed to help you reflect on your own practices as they relate to the content of the training module. In addition, some activities are provided below that are designed for you to review your current practice, consider what you learned in the module, and identify ways you can enhance or improve your courses, programs and instructional practices for transition-aged youth.

How to Access the Modules

Before you start working through the Study Guide, you will need to complete the module at www.transitioncoalition.org. To do so, please follow these easy steps:

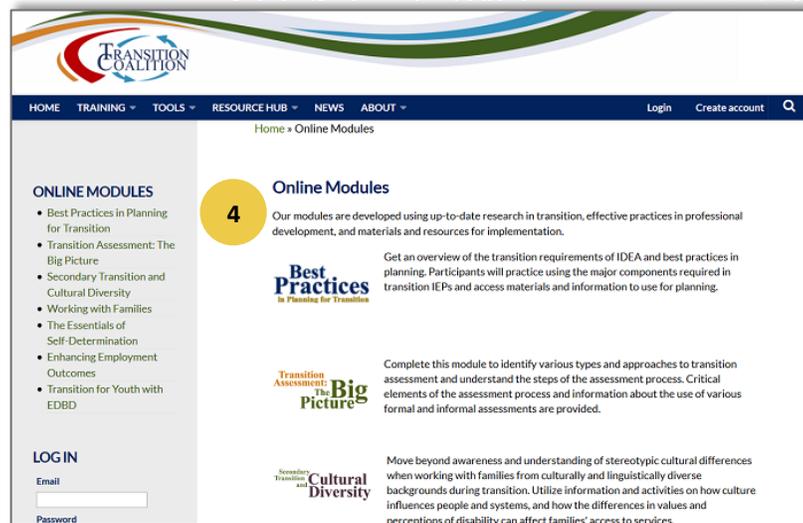
1 Go to transitioncoalition.org



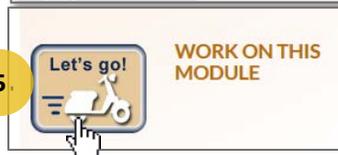
2 Log in OR Create an account

3 Click on Training Modules

4 Click on the module you'd like to work on



5 Click and get ready to go!



Features of TC Website that Enhance This Module

Once you have created an account and are logged into the Transition Coalition website, you will have access to many other features that relate to the work you complete in modules. Some of these features include:

- **Module Library** – This is a library of resources that are referenced within the module.
- **My Portfolio** - My Portfolio keeps all of the work you have completed on the TC website in one place where you can easily find it and access it.
- **Summary Sheet & Certificate** – The Transition Coalition website, through My Portfolio>My Modules, helps you track your progress on modules and obtain the information you need to share the work you have done on the modules you complete. The Summary Sheet provides you with your test scores and responses to questions. When you finish a module, you have access to an Certificate indicating you have completed it.
- **My Pinned Items** - You can pin your favorite items from the Transition Coalition website (including modules) to My Pinned Items in My Portfolio. Whenever you are logged into the Transition Coalition website, you can quickly and easily access these resources.
- **Quality Indicators of Exemplary Transition Programs Needs Assessment Instrument (QI-2)** – The QI-2 allows you to evaluate your transition program and identify priority areas for enhancement.
- **Other items** on the Transition Coalition page for things that may help you implement transition plans with your students. Some of them are **Transition Tips** and **Assessment Reviews**.

The image displays three overlapping screenshots from the Transition Coalition website. The top-left screenshot shows the 'Module Library' page, which includes a navigation menu (HOME, TRAINING, TOOLS, RESOURCE HUB, NEWS, MY PORTFOLIO, ABOUT) and a sidebar with user options like 'Dashboard', 'Profile', and 'Log Out'. The main content area lists various resource libraries such as 'Best Practices Library', 'Cultural Diversity Library', 'The Big Picture Library', 'Working with Families Library', and 'Youth with EDBD Library'. The top-right screenshot is a 'Quality Indicator Domain Scores by Region' bar chart. The bottom screenshot shows the 'Assessment Reviews' page, which features a search bar and a carousel of 'Most rated assessments' including 'Transition Planning in the Schools Using the National Transition Planning Guide', 'A Guide to Assessing College Readiness', 'Picture Interest Career Survey (PICS)', 'COPS-PIC: Picture Inventory of Career Interests', 'CIPS: Career Interests, Preferences, and Strengths Inventory', and 'CITE: Learning Styles Inventory'.

Domain	Region 1	Region 2
Transition Planning	2.33	2.63
Transition Assessment	1.82	2.71
Family Involvement	1.8	2.17
Student Involvement	1.86	2.11
Transition-Focused Curriculum &...	2.14	2.07
Interagency Collaboration &...	1.96	1.95
Systems Level Infrastructure	1.92	2.28

Extension Activities

Activity 1: Individual Reflection on Career Development



Consider what you have learned about the four phases of career development in Session 1 of the *Enhancing Employment Outcomes* module. On the Transition Coalition website, download the *Timeline for Planning* from the Module Library (Session 1). Reflect on your current practice and complete the chart below.

- Even if you don't teach a specific employment or vocational skills course, content and activities required in courses contributes to career development. What are your current practices for each phase of career development?
- Generate ideas for new practices using the *Timeline for Planning*, and identify 1 additional activity, skill or experience you could include in your courses for each phase of career development.

Phase of Career Development	Outline your current practices	Identify 1 new practice to implement
<i>Career Awareness</i>		
<i>Career Exploration</i>		
<i>Career Preparation</i>		
<i>Career Assimilation</i>		

Activity 1: Group Discussion Questions Current Practice



- Consider how the vocational/employment program for youth with disabilities in our school/district align with the 4 Phases of Career Development?
 - Career Awareness
 - Career Exploration
 - Career Preparation
 - Career Assimilation
- In which courses or curricular experiences are each of the 4 Phases of Career Development specifically addressed?
 - Career Awareness
 - Career Exploration
 - Career Preparation
 - Career Assimilation
- What courses, content, or activities should be added to our vocational/employment program?
 - Career Awareness
 - Career Exploration
 - Career Preparation
 - Career Assimilation
- How do the four phases of Career Development align with our district/state curriculum standards?
- What is needed (e.g., guidance, policies, curricular materials, personnel, etc.) in order to ensure our curriculum addresses all four phases of Career Development?

Activity 2: Individual Application



It's time to apply some of what you learned in Sessions 2 & 3 in the module about effective career programs to your practice. Identify one of the six key components of the *Effective Career Preparation Programs* and a new practice to implement this year. Below, create a plan for implementing that practice this school year. Then implement it!

- What component of *Effective Career Preparation Programs* did you select?
 - Career Assessment
 - School-Based Activities
 - School-Business Partnerships
 - Work-Site Experiences
 - On-Site Support & Training
 - Postsecondary Education & Training



- Related to the component you identified above, **what specific practice** will you add, enhance or change?
- How will this specific practice **positively impact students**?
- What is the **expected outcome** of implementing this specific practice?
- What **resource materials** will you use to help you implement the practice? These might include instructional guides, documents, curriculum, games, student materials, assessment, model programs, evidence-based practice, etc. Will you need to **research or develop resource materials**?
- What **specific steps** will you take to implement the practice?
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- **Who can help** you implement this practice, or can you **work with someone else** to implement it together? How could a colleague help?

Activity 2: Group Discussion Questions



- On a scale of 1-5 (★ = poor, ★★★★★ = excellent), how would you rate how our school/district implements each of the key components of Effective Career Programs?

Career Assessment ★★★★★

School-Business Partnerships ★★★★★

School-Based Activities ★★★★★

On-Site Support & Training ★★★★★

Work-Site Experiences ★★★★★

Postsecondary Education & Training ★★★★★

- Using what we learned about each of the 6 components in the module as a guide, what are our school/district's strengths and needed improvements for each area?

Element of Effective Career Programs	Strengths	Needed Improvements
<i>Career Assessment</i>		
<i>School-Based Activities</i>		
<i>Work-Site Experiences</i>		
<i>School-Business Partnerships</i>		
<i>On-Site Support & Training</i>		
<i>Postsecondary Education & Training</i>		

- Which element(s) of Effective Career Programs should we focus on improving this year?
- What do we want the outcome to be?

- How can we work as a group to address some of the needed improvements this year?
 - Who else do we need to work with in order to do so?

- What else do we need to learn or research in order to make improvements?
 - What resources do we already have that might be helpful?

- What steps should we take to make improvements?



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