

**Eleversity**  
NEXT-LEVEL WORKFORCE EDUCATION  
585-340-2051

# The Vocational Development Plan

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1 **Eleversity** <<

## Section 1

### The Discovery Process

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2 **Eleversity** <<

Suggested questions to determine, is the person ready for work?

Can the person make an informed choice about employment?

Does the person have a clear, vocational goal?

Does the person have consistent, reliable transportation?

Does the person have time alone in the community for 1 hour or more?

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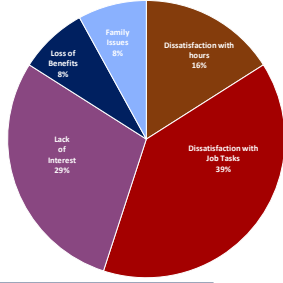
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2019 SEMP:  
Reasons why  
Individuals Quit  
jobs



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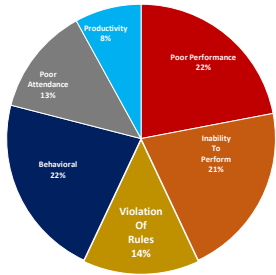
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2019 SEMP:  
Reasons why  
Individuals were  
fired from jobs



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The Discovery Report

- Do you have a good, clear Discovery Report to make your recommendation?
- If not, seek clarification from the writer of the Discovery Report.
- Review report again and make recommendation.
- If Job Development is NOT recommended, you are required to complete a Vocational Development Plan.
- Schedule to have the required meeting to discuss the determination for the person not being recommended for job development with the circle of support.

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### Considerations...

It's not a "no", it's a "not right now"	Challenges <u>CAN</u> be worked on	If we don't identify the support needs, they cannot be worked on.
Revisiting the option of employment <u>SHOULD</u> happen when the person is ready.	Honesty is the best policy.	The ETP Supervisor is <u>ALWAYS</u> available to support the providers.




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### OPWDD services



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### Breakout exercise – Part 1

Each group will be assigned either an Observation or a Community Based/Work Assessment.

Using the information in your activity, you will make 2 lists:

1. What positive attributes do you see that would support Jack were he to get into a competitive, integrated job?
2. What are the reasons that you can identify that would prevent Jack from being successful in a competitive job?



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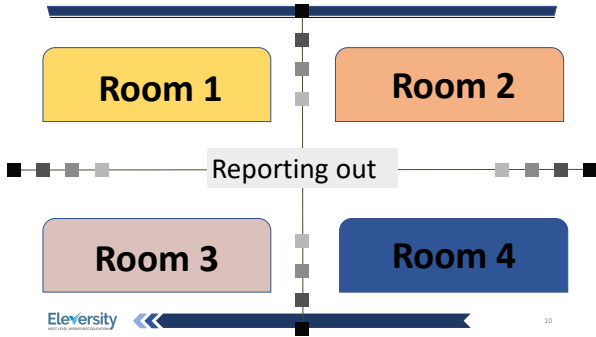
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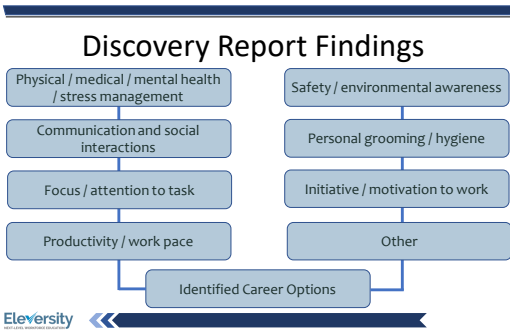
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## Career Research

### CAREER RESEARCH WORKSHEET

O*NET Career: <input type="checkbox"/> Preference <input type="checkbox"/> Findings	
Job Title:	O*NET Code:
Job Duties / Requirements	How does the job duty / responsibility match the individual's skills and abilities?

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## Section 2

### The Recommendation



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Pathway to  
Employment

Employment  
Training Program



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## Section 3

### The Vocational Development Plan



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PURPOSE: To consolidate information gathered during Discovery and create a plan for the next steps to assist the individual to build independence and develop employment skills. The plan is meant to be shared with the individual's current and future supports. This information should highlight the positive attributes and describe specific vocational challenges identified during Discovery



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**SMART GOALS**

- SPECIFIC**  
WHAT DO YOU WANT TO ACCOMPLISH? WHO NEEDS TO BE INVOLVED? HOW DO YOU WANT TO DO THIS? WHY IS THIS A GOAL?
- MEASURABLE**  
THE SUCCESS CRITERIA MEETING THE GOAL CAN BE MEASURED. ANSWER THE QUESTION: HOW DO YOU KNOW IF YOU'VE SUCCESSFULLY MET YOUR GOAL?
- ACHIEVABLE**  
GOALS SHOULD BE CHALLENGING BUT BE ACHIEVABLE IN A SPECIFIC AMOUNT OF TIME AND BE REALISTIC. DO YOU HAVE THE SKILLS REQUIRED TO ACHIEVE THE GOAL?
- RELEVANT**  
THE GOALS ARE RELATED TO THE CURRENT SITUATION THAT ARE ALIGNED IN A SPECIFIC AREA. INCLUDE THE EXPECTED RESULT. WHY ARE YOU SETTING THIS GOAL, NOW?
- TIME**  
GOALS HAVE A CLEARLY DEFINED TIME FRAME INCLUDING A START OR FINISH DATE. MAKE SURE THEY DON'T GO ON FOREVER.

**Creating a Plan**

- Discuss the steps \*
- Set expectations \*
- Set SMART Goals

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### Example for a Smart goal

- **Specific:** My goal is to drink 6-8oz cups of water every day.
- **Measurable:** I will track my progress by logging how many glasses I drink in my cell phone app.
- **Attainable:** I will keep a water bottle with me with measurements and set alarms to remind me through the day.
- **Relevant:** drinking the water will help me be healthier, increase my energy levels and improve my skin.
- **Timely:** I will be drinking 6-8oz glasses of water per day by April 15th

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### Completing the Plan



**VOCATIONAL DEVELOPMENT PLAN**

**PURPOSE:** To consolidate information gathered during Discovery and create a plan for the next steps to assist the individual to build independence and develop employment skills. The plan is meant to be shared with the individual's current and future supports. This information should highlight the positive attributes and describe specific vocational challenges identified during Discovery.

**INSTRUCTIONS:** Fill out each section below and submit the plan to the ETP Supervisor for review. With input from the ETP Supervisor, a meeting may be held to discuss the plan and next steps with the individual and their Circle of Support. Information in the chart on page 3 should be clearly stated so that the individual, their family, their Care Manager, and any support staff working with them are able to monitor their progress as they work to improve in the noted challenge areas.

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## Section 4

### The Circle of Support Meeting

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### Who should attend?

- The Job Seeker
- Care Manager
- SEMP Staff the did Discovery
- Family Supports
- Staff: Current Services
- Staff: With New Services
- ETP Supervisor



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### Let's Practice



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THANK YOU!



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