

CareerAbility Workshop Catalog



Fall/Winter

October 5, 2020 – December 11, 2020

CareerAbility

CareerAbility was founded to meet a vital element of Chapel Haven's mission: meaningful employment for Chapel Haven's students, as well as those in the community. CareerAbility's model incorporates a unique combination of vocational tools and best practices: **Pre-Vocational Skills, Career Exploration, Job Skill Development, and Employment Services.**

CareerAbility

As the world is being advised to self-isolate and social distance, including many non-essential employers who remain closed to the public, we find it more important than ever to offer virtual workshops and webinars to those in the residence and in the community – allowing individuals to stay in their homes or meet in the community in small groups while they continue to enhance their professional development.

- This semester, classes will be offered only to community members and residential students.
- Classes that will be offered virtually are marked with a computer symbol (💻).
- In person classes are limited to (6) participants. Others are encouraged to take part virtually.
- Day students may only take part virtually in select offerings.
- Classes offered only to current CareerAbility clients are marked with a star symbol ★.
- In-person classes are designated with a hand symbol (👋). Students will have an opportunity to attend in-person classes while adhering to PPE (personal protective equipment) protocols, hand washing, and social distancing rules. Students must wash their hands at the beginning of class and again when they return to their apartments. In person classes will be limited to 6 students or less.
- There will be breaks for select holidays.

If a Facilitator needs to miss a class, every effort will be made for a “substitute” teacher to cover the course as a first choice to programming. Alternatively, a make-up day will be allotted. There are no make-up days offered to students who miss a class. For some classes, late registration may be possible, however the full fee for the course applies.

Registering for the First Time

To enroll in CareerAbility workshops, individuals must participate in a brief intake process to ensure that they will benefit from our programming. In brief, some of the expected criteria include:

- 18 years of age or older (sorry, no exceptions)
- Able to participate effectively in a group classroom environment without individual support, including the use of technology. Has an email & laptop or i-Pad for personal use.
- Does not require direct supervision or pose a danger to self or others.

Registration appointments are required for anyone registering for CareerAbility for the first time. A few important notes regarding registration appointments:

- Registration sessions are required only for individuals new to the CareerAbility program at Chapel Haven Schleifer Center. If you have taken workshops with us before or you are currently receiving other services from CHSC, you may not need to attend registration. You may simply complete the workshop enrollment sheet and drop it off/email it.

- Registrations are processed on a first-come, first-serve basis. Classes may be dropped if the minimum number of participants is not met.

You must sign up by September 24th if you wish to take part in the full series. Please email Bill Angier at bangier@chapelhaven.org to register, to schedule a registration session, or for additional information.



Career Advisement Group – Employment Services

Tuesdays: 10:00 am – 11:00 am (October 6th – December 8th)

Location: Sessions will be held virtually until November 3rd. At that time they will take place in person for residential students and a select number of community members, others will continue virtually.

Facilitator: Sarah Elsdon, Career Development Advisor

Cost: Included as part of Employment Services

Description: Clients of Employment Services meet weekly with CareerAbility's Career Development Advisor to discuss progress on your career plan, talk through questions, and develop strategies as we work towards your employment goals.



Workplace Wednesday Workshops

Wednesdays: 1:00 pm – 3:00 pm (October 7th – December 9th)

Location: *Sessions will be held virtually until November 4th.* At that time they will take place in person for residential students and a select number of community members, others will continue virtually.

Facilitators: Bill Angier, Sarah Elsdon, Kaitlyn Salisbury + guest speakers

Cost: \$120 (no fee for residential students)

Description: This class is open only to students not currently/previously in PAVE or Employment Services. For current students and community members in Chapel Haven programs interested in engaging in Vocational Opportunities or Employment Services, is your long-term goal to find a job? Have you an interest in opportunities for continuous growth and achieving your full potential in a vocation of your choice? Within our "Workplace Wednesday" workshops, we will touch upon the soft skills necessary to acclimate to the work environment. This is an introduction into how CareerAbility can work with you to support your future success in vocational and employment services.

Sample content:

- Intro to CareerAbility
- Dress to Impress
- Video Conferencing Etiquette
- Soft Skills in the Workplace Part One & Soft Skills in the Workplace Part Two
- Self-Advocacy
- Understanding Your Rights & Disclosure
- Career Clusters and Career Pathways
- Career Interests



Retail Sales Training

Monday - Friday: 1:00 pm – 3:00 pm (October 19, 2020 – March 26, 2020)

Location: Emerson Street

Facilitator: Adam Ursone, Work-Based Learning Specialist & Bill Angier, Work-Based Learning & Training Manager, SPED

Cost: *The Retail Training Program is a tuition based program. There is no cost for residential students in REACH or ASAT, however, fees do apply to part time and non-residential students, and those in BRIDGE, SAIL, SLP, ASAT – COS.* This year, this program is not offered to Day students. Please contact Bill Angier for additional information bangier@chapelhaven.org.

Description:

Chapel Haven Schleifer Center's CareerAbility division is excited to its Retail Sales Training program. The Retail Training program will prepare students for a position as a retail sales worker through a combination of rigorous vocational curriculum and work-based learning experiences within the retail environment. Lesson topics include: customer service, receiving payments/debits, merchandising, stocking, and organizing products per store standards. We will cover the soft skills of employability such as: professional appearance and workplace behavior, interviewing skills, professional portfolio development, and job search skills.

In order to provide participants with an opportunity to practice the skills necessary to be a retail sales worker in a supportive environment, Chapel Haven has partnered with CVS to set up a mock store on campus. Following three months in the mock store, supplemented by vocational curriculum, students will then be placed into either a CVS store or other partner retail store of interest for up to 3 months in an externship. Once the six month training is complete, students will sit for an employer recognized credential of customer service in retail by the National Retail Federation or similar credentialing entity.

Graduates of this training will have the opportunity to work with CareerAbility's Vocational Opportunities or Employment Services, where students can use the experience they've gained to seek new vocational experiences, including additional training or competitive employment within CVS or other partner retail stores.

CareerAbility's Work-Based Learning and Training Manager, who is also a certified special education teacher, will supervise all aspects of the Retail Sales Training program to ensure each student receives instruction that is tailored to their needs. A Work-Based Learning Specialist will assist in supporting the students and provide one-on-one and group support as needed in the classroom and during the externship period. CareerAbility will collaborate with retail store staff to ensure each student has a positive and rewarding experience. This team and our partnerships for this program have been assembled for the purposes of preparing every student who participates in the Retail Sales Training program with the skills they need to be successful in a position as a retail sales worker.

PROGRAM DETAILS

- The Retail Sales Training Program will run from October – March. If students require additional time to complete the program, 1:1 supports can be discussed for an additional fee.

- Students will spend the first three months in the classroom and utilize the CVS Mock Store, supplemented with vocational skill building curriculum. On a daily basis, vocational curriculum is delivered at an on-site classroom space, including tutoring, as needed.
- Classroom & “work” shifts will begin at 2 hours and may increase based upon each students ability and the store’s standards for externships.
- A Work-Based Learning Specialist will provide full 1:1 support during the three month externship with the goal of fading out once job skills are mastered, allowing participants to utilize natural supports within the work environment and master the practice of working independently. Travel training to and from the stores will be provided prior to the requisite of independent travel.
- Upon successful completion of the program, referrals may be made to CareerAbility’s Vocational Opportunities or Employment Services where an individualized placement plan will be discussed. Families/students can then agree upon these additional services or use their portable credentials/training experience for an independent job search.