



## Advanced Employment Support

The Advanced Employment Support covers the basics of customized- and self-employment. The courses provide a practical overview of the strategies for creating jobs and small businesses for those less able to compete well in the traditional labor market. Topics include discovering the talents of the individual, how to negotiate and develop work, and systematic instruction for success.



**TRAINING  
MADE EASY**



**IMPROVED  
LEARNING**



**MEANINGFUL  
IMPACT**

### Creating Community Careers Part 1: Introduction to Customized Employment

This course is the first of five courses called Creating Community Careers.

The material in these courses is based on the work of Griffin-Hammis Associates, and others who are developing more effective ways to support people to find employment.

The courses can be used by organizations or staff who are providing assistance to people with disabilities, those recovering from mental illness, or anyone else who needs assistance in finding work. The courses are designed to provide tools for supporting people to create not just jobs, but careers as well.

This first course is an introduction to Customized Employment (C.E.). It shows how the new methodologies of C.E. address the challenges of high unemployment rates, especially for people with disabilities, mental health challenges, or complex support needs.

### Creating Community Careers Part 2: Discovering Personal Genius

This course is the second of a series of five courses based on the work of Griffin-Hammis Associates (GHA).

GHA is working to create better methods and tools to help people find employment. These courses are designed for those involved in employment development for people with disabilities, people recovering from mental illness or substance abuse, and others who have challenges beyond just being unemployed.

This course helps the learner to understand the Discovering Personal Genius (DPG) process. DPG is a personalized way of identifying an individual's interests, skills and key themes that will help to shape a vocational profile and customized job development plan. DPG is based on spending time with the person in their home and community, engaging in everyday activities and experiences.

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### **Creating Community Careers Part 3: Customized Job Development**

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This course is the third of a series of five courses based on the work of Griffin-Hammis Associates (GHA).

GHA is working to create better methods and tools to help people find jobs or start their own business through Customized Employment.

These courses are designed for those involved in employment development for people with disabilities, people recovering from mental illness or substance abuse and others who have challenges beyond just being unemployed.

This course helps you to understand customized job development which is the next step after completing the Discovering Personal Genius (DPG) process.

You will see how customized job development builds on what you learned in the discovery phase to assist the job seeker to CREATE employment opportunities.

The course shows the differences from traditional job development. It also describes the core elements of customized job development and the skills and methods involved in being an effective job developer.

### **Creating Community Careers Part 4: Interest-Based Negotiation for Customized Employment**

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This course—the fourth of a series of five—is based on the work of Griffin-Hammis Associates (GHA), who is working to create better methods and tools to help people find jobs or start their own businesses through Customized Employment.

These courses are designed to aid the employment efforts of people with disabilities, people recovering from mental illness or substance abuse, and others who have challenges beyond just being

unemployed. In it, you will learn interest-based negotiation as a method of developing customized employment opportunities, ultimately helping you negotiate a win/win situation for both you and your employer.

The course also covers conflict resolution and active listening techniques for effective job negotiation.

### **Creating Community Careers Part 5: Systematic Instruction**

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This course is the fifth of a series of five courses based on the work of Griffin-Hammis Associates (GHA). GHA is working to create better methods and tools to help people find jobs or start their own business through Customized Employment. These courses are designed for consumers involved in employment development for individuals with disabilities, those recovering from mental illnesses or substance abuse issues, and others who face additional challenges beyond unemployment.

This course provides techniques for teaching people the skills and routines they need for their new job. The course will cover the effective use of natural on-the-job training. It will provide additional instructional methods when natural training is not enough. These techniques will help to simplify complex jobs so that people with disabilities and other challenges will have a wider array of jobs available to them.

### **Customized Self-Employment Part 1: Introduction and Overview**

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Starting your own business is one answer to the growing problem of unemployment in our country. Because people with disabilities and other complex support needs demonstrate much greater unemployment rates than the general public, self-employment must be an available option for these individuals. This course is the first in a series of five trainings that cover best practices in

Customized Self-Employment. Based on the work of Griffin-Hammis Associates and others who are developing more effective ways to support people in finding employment, these courses are especially designed for individuals who provide assistance to people with disabilities, someone with a psychiatric disability, or those who need help to earn more income. While this series of trainings aims to provide information and tools for assisting people to start their own businesses, this first course is an introduction to Customized Self-Employment. Blending interactive exercises and detailed examples, it will show you how you can apply these new methods to address the challenges of high unemployment rates, especially for people with disabilities, mental health challenges, or complex support needs.

### **Customized Self-Employment Part 2: Discovering Personal Genius – Shaping Vocational Profiles**

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Unemployment is at record high levels for the general population. For people with disabilities or other challenges, these rates are even higher. Self-employment is one option that can help people remedy this issue. This course is the second of a series of five self-employment courses based on the work of Griffin-Hammis Associates (GHA). GHA is working to create better methods and tools to help people find ways to earn income. These courses are designed for those involved in employment development for people with disabilities, people recovering from mental illness or substance abuse, and others who have even greater support needs. In this course, you will learn the role of Discovering Personal Genius (DPG), a personalized way of identifying an individual's interests, skills, and key themes to help shape her/his vocational profile, as well as a customized self-employment plan. With planning tools and practice activities related to DPG, you will acquire extensive experience in how to best gather an individual's information to match up her/his interests and skills with a marketable product or service for a small business.

### **Customized Self Employment Part 3: Business Feasibility and Small Business Support**

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Self-employment and micro-enterprise development are the fastest growing types of employment in the United States. While they are also an expanding option for people with disabilities and other challenging support needs, what happens if these individuals jump into starting a business without first thinking about its feasibility, marketing, and sales? Many businesses fail to make a profit due to this lack of preparation. Based on the work of Griffin-Hammis Associates, this course is the third in a five-part series called Customized Self-Employment. Through the creative lessons, stories, and hands-on planning tools offered in this course, you will learn how to best assist the individuals you serve to evaluate the feasibility of their business ideas. Step-by-step marketing and sales techniques also are discussed to help increase the potential profitability of the service or product being sold. This course is helpful to anyone who supports individuals starting their own businesses, and is of particular interest to those who assist individuals with mental illness, developmental or physical disabilities, those re-entering the workforce after a long absence, or anyone else needing extra support to start a business. After taking this course, you will be equipped to provide small business support to individuals who can benefit from it the most.

\*Flash Included

### **Customized Self-Employment Part 4: Business Plan Development**

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People with disabilities and other challenges are faced with exceptionally high unemployment rates. Customized self-employment (microenterprise development) is a promising option for people who need support to create employment. However, starting a business

requires careful consideration and planning. This course, based on the work of Griffin-Hammis Associates, is the fourth in a series of courses called Customized Self-Employment, and is designed for anyone who supports individuals interested in starting a business. Written by Vickie Vining, this training provides you the information and tools you need to assist individuals in creating comprehensive business plans for their proposed businesses. Through interactive lessons, personalized planning tools, and descriptive examples, you will learn step-by-step guidelines for creating a business plan that can be used to establish and run a small business. This training is appropriate for a variety of healthcare staff who have basic to intermediate levels of experience with customized self-employment.

### **Customized Self-Employment Part 5: Managing Business Finances and Benefits Planning**

Unemployment is challenging for anyone, but it is particularly difficult for people with disabilities or other unique support needs. Self-employment is a growing option that offers new possibilities as an alternative way to earn income. This course is the fifth in a series of courses on customized self-employment and is based on the work of Griffin-Hammis Associates, leaders in the field of employment support. Starting and operating your own business requires new skills and abilities for both the prospective business owner and his/her support team. Failure to take care of managing finances and government benefits can cause many problems, so this training provides critical information on two of the most important aspects of self-employment: Managing the finances of the business and the business owner's government benefits. Through comprehensive lessons, examples, as well as interactive activities, you will gain the skills and confidence you need to support individuals in managing their own finances and benefits while operating their own small businesses. This course is applicable to people who support

individuals with developmental disabilities, mental health challenges, physical disabilities, as well as other intensive support needs, especially those who receive government benefits.

### **Social Security Disability Benefits and Work: Address Fears and be Part of the Solution**

Fear and confusion about the impact of work on public benefits is epidemic. People with disabilities all across the country are choosing not to work or are limiting the amount they work because of misinformation. It is critical that professionals in disability services learn the truth; special work rules do exist that allow people to maintain access to health insurance and critical benefits while also financially getting ahead from work. This course will empower you with information about how this is possible for people receiving Social Security Title II disability benefits. During this course, you will learn the basic eligibility criteria for Title II disability benefits, the work rules that support working for these beneficiaries, and five key steps you can take to help eradicate this barrier to work.

To help process this important information, during this course you'll have the opportunity to practice using this information in story problems and matching games. This course is written for direct support professionals and front line staff who support people with disabilities.

### **Supplemental Security Income and Work: Address Fears and be Part of the Solution**

Fear and confusion about the impact of work on public benefits is epidemic. People with disabilities all across the country are choosing not to work or are limiting the amount they work because of misinformation. It is critical that professionals in disability services learn the truth; special work rules do exist that allow people to maintain access to health insurance and critical benefits while also financially getting ahead from work. This course

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will empower you with information about how this is possible. You'll see examples of people who have used work incentives and explore how they could apply to others. You will also learn about the basic eligibility criteria for Social Security disability benefits, the SSI rules that support working, and four key steps you can take to help eradicate this barrier to work.

To help process this important information, during this course you'll have the opportunity to practice using this information in story problems, matching games, and other interactive exercises. This course is written for direct support professionals and frontline staff who support people with disabilities.

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