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Introduction

This is a commonsense how-to guide. The steps do not have to be followed in the sequence presented, although it is a logical sequence that I have found useful. The 12 steps can be added to any curriculum or used to reinforce your own lesson plans. The sessions can also be tailored for use in any time schedule and with any group. Some steps can be covered in a short period; others—such as videotaping and critiquing interviews—require several sessions, depending on the size of the group.

Read through the entire curriculum before using it, so you are prepared at each step. And be aware that some sessions—Steps 4 and 12, for example—require a lot of advance preparation.

The activities and worksheets reinforce the topics. A few worksheets can be assigned as homework, but most are to be completed in class. Some of the worksheets are designed for students who can accept more challenges. These *advanced* worksheets are designated by the letter “a” that follows the worksheet number. Please keep in mind that there is not always a corresponding advanced worksheet for every worksheet activity in the curriculum. And some of the time the curriculum will state to use the advanced worksheets with the entire class. However, it is up to you, the instructor, to determine when and how to implement these advanced worksheets in your classroom environment.

Remember, if you assign homework, you must review it at the next session. It has been my experience that it is more meaningful to the students if they do most worksheets in a group setting with support and discussion.

This guide offers job-related information to the person with disabilities from the employer’s point of view. Creating a worksite environment makes it easier to role-play adjustments and possible problems in the worksite.

There are three common elements for every class session:

- ✓ Repeat
- ✓ Review
- ✓ Reinforce

Simple? Maybe. But these are necessary if the method is to be effective. *These three elements cannot be eliminated.*

If we emphasize job retention early and often, perhaps our students will make it a personal goal not just to get the job but to keep the job.