



Job Skills Training

Easter Seals offers an employment skills training series conducted by a career and placement professional.

Benefits of Job Skills Training

- Provides a holistic and thorough training to develop skills necessary for successful competitive employment

Job Skills Training Modules Include:

- Employment Search Skills
 - The basics of how to conduct an effective job search
 - Communicating with employers via email and phone
 - Understanding one's own skills as they relate to the job search
- Behavioral Interviewing
 - Difference between traditional and behavioral interviewing
 - How to utilize the STAR method when answering interview questions
 - How to prepare for and successfully complete an in-person or virtual job interview
- Starting and Keeping your Job
 - Establishing important work habits
 - Resolving conflicts in the workplace
 - Accepting and learning from feedback
- Interpersonal Skills & Self-Advocacy
 - Important interpersonal skills to ensure success
 - Building self-confidence for your job search
 - How to strengthen your self-advocacy skills
- Requesting Accommodations
 - Types of accommodations available to the employee
 - When and how to request an accommodation at work
 - Monitoring the effectiveness of the accommodation
- Utilizing Technology in the Workplace
 - Different types of assistive technology to use on the job
 - Etiquette in successfully using assistive technology in the workplace
 - How to gain access to important assistive devices

For more information please contact Nancy Mader, Director of Community Support Services
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