

People Planning Together for Employment



The Learning Community
for person centered practices

Acknowledgments and Credits

Modified for DC Learners & Earners Initiative in October 2017 with input from:

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Adapted from:

Your Personal Passport
by Allen, Shea & Associates

Listen to Me!
by USARC/PACE and Allen, Shea & Associates in
collaboration with Michael Smull, Steve Sweet,
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Planning for Yourself
by Michael Smull and Bill Allen with support
from Michigan Department of Community Health

Introduction

Welcome to **People Planning Together for Employment**. This is a workbook that was put together to help people with developmental disabilities create their own plans with some help. If you want to learn more about yourself and share the information with people who care about you and/or support you, then this will show you how to do it. We have modified this training to incorporate employment, so people can take control of their own lives, search for employment, and be successful in career filled lives.

“People Planning Together has changed my life in many different ways. I am able to tell the people around me what I like and don’t like and what things are going to make me have the best life. I am so thankful to be a People Planning Together Trainer and help people learn everything I was able to learn when I went through the training” – Anthony Johnson, People Planning Together Trainer

“This was the best training! I learned I needed to take responsibility and look for a job myself. And with supports too.” - Participant Feedback

“I attended the Person Centered Thinking training, but coming to a trainer with people I support was more helpful and I learned more about the person I am supporting. I feel I know the person better and more deeply. I think it is important for me to know what they like and do not like and the tools in this training helped them speak up and let me know what they wanted.” - Staff Feedback

Purpose of the workbook

This workbook will show you how to:

- ☐ Write down what you know.
- ☐ Get more information from other people.
- ☐ Write a plan that uses the information.
- ☐ Make the plan work for you.



Why develop a plan on yourself?

People write plans for a lot of reasons:

- ❑ To learn more about yourself.
- ❑ To help other people know how to support you.
- ❑ To share with your coordinator to use in your ISP.



Old way to plan

- Others plan for you
- Only includes what other people think you need
- Focuses mainly on your health and safety
- Tries to fix you



New way to plan

- Looks at what is important to you
- Considers your dreams and goals
- Asks you what is important for you to be healthy and safe
- Considers the supports you want and need



The New Way to Plan!

This workbook is designed to help you write a plan.

The plan should help you to answer four questions:

1. What is important TO you?
2. What is important FOR you?
3. What is the balance between important TO and important FOR?
4. What needs to stay the same? and What needs to change?

1. What is important TO you?

The things you like,
The things you like to do,
The people you love,
The people you like to be around.



2. What is important FOR you?



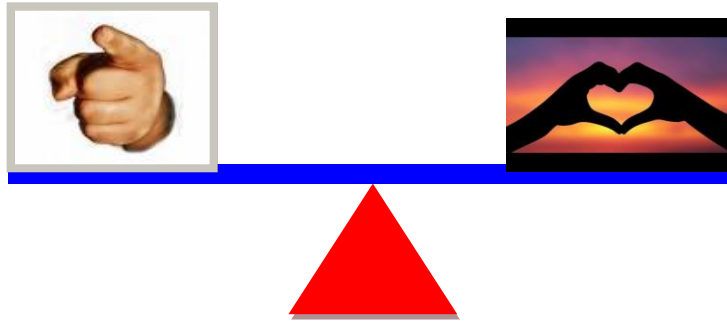
The things that help you be safe.

The things that help you be valued.



You may or may not agree with all of these.

3. The balance between what is Important TO you and Important FOR you?



We all look for a balance between them.

What this plan helps you do is balance what is important to you while keeping an eye on your safety and being valued.

It helps you to have more control over the things that you do not like.



4. What needs to stay the same and what needs to change?



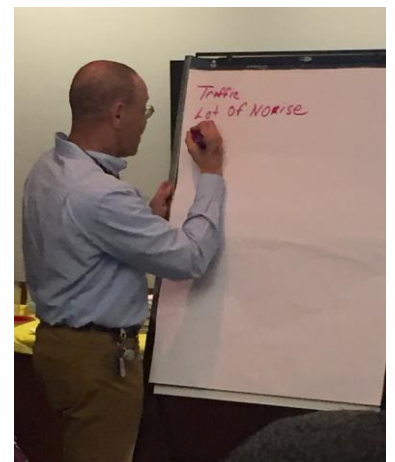
It is helpful to think about what is working and what is NOT working in your life.

Then you try to balance what is *important to* and what is *important for you*.



You then make a list of 'who does what?' to help you get more of what is important to you while keeping an eye on your health and safety.

The action plan is like making a TO DO list!



Planning Together

We have found that the best plans are done in partnership.



Partnership works because people work together and share the power.

There are two parts to a good partnership for planning:

1. People who know you.
2. People who know how to write plans.



Who should I talk to?

Good plans include ideas from a lot of people.

You are the expert on what is important to
you and what is important for you.



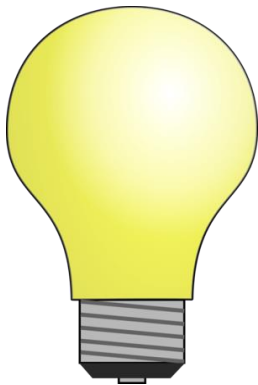
BUT

Other people also have some ideas about:

- What is important TO you
- What is important FOR you

It will be important to include these ideas from other people in your plan.

Who knows you best?



-
-
-

My Information

You know you best!

So now think about the things you like and don't like so you can put them in your plan.

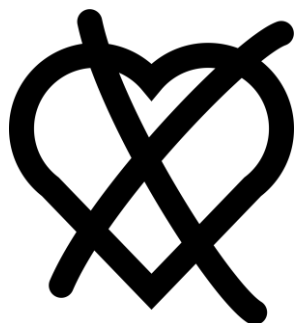
The following pages can help you to think about and gather the information, then shows where it can go on your plan.

You should think about:

Great things about you!



What you like?



What do you do NOT like?

What things you like to do every day, every week, every month, or every year?



Great Things About You!



What do people like and admire about you?

What are you most proud of?

What do you like and admire about work skills/talents I have?

Let's add some things to this section of your plan:

What people like and admire about me!

-
-
-
-
-
-
-
-

Think then Write

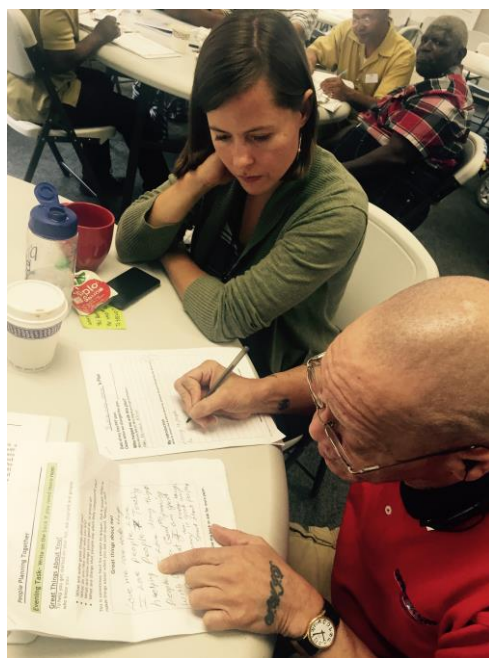
A good plan is not just filling in the blanks on a form. You need to think about things for yourself, talk to other people and then figure out the best answers.



When people are saying the same things then it is easier to choose the best answer.

When people do not agree then the decision for the best answer gets harder to make.

You have to find the best answer for yourself.



What Do You Like and What Do You Like To Do For Work?



What do you see as my favorite things and favorite things to do that could help me get my dream job?

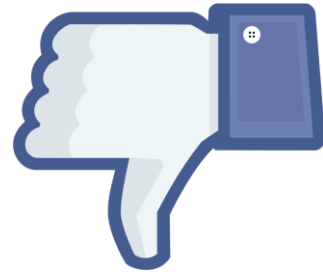
Let's add some things to this section of your plan:

Important to me:

(My Dream Job)

-
-
-
-
-

What Do You NOT Like?



- What are things that bug you?
- What makes you upset every time it happens?

Let's add some things to this section of your plan:

Important to me:
(Things I don't like)

-
-
-
-
-

What is Important for Me?



What do people think is important for me?

What do they always remind me to do?

What do people “hassle” me about?

Important for me:

(Supports I need and want to keep me safe and valued at work)

-
-
-
-
-

How to Support Me



How is the best way to give me help so I stay safe?

How is the best way to help me feel valued?

Important for me:

(Best Ways to support me to keep me safe and valued)

-
-
-
-
-

Evening Task

Tonight, go through the pages you worked on today and add to them.

Talk to someone who knows you well...



Talk to them over the phone or set aside some time to talk in person.

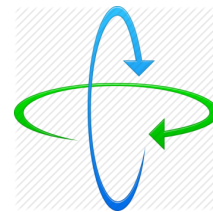
The person you chose to talk to:

Their relationship to you:

Evening Task

If you had all the power and money in the world, what would you change to help me have a better life?

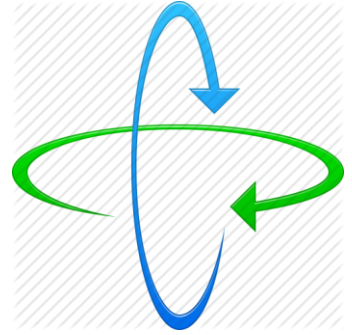
How can people support me in having a good work life?



Routines

<u>Every day</u>	<u>Every week</u>	<u>Every month</u>
<u>Waking up in the morning</u>	<u>Going to bed</u>	<u>Getting home from work</u>
<u>Birthday</u>	<u>Cultural/holiday</u>	<u>Spiritual/religion</u>
<u>Vacation</u>	<u>Comfort</u>	<u>Celebration</u>

What are your most important routines?



Let's add some of these to this section of your plan:

Important to me:

(Things I count on)

-
-
-
-

Employment Trajectory

My Vision –

Think of the things that are important to you in a job. Think about your own personal goals. Where would you want to work? What career do you want?

Who could help you get the job you want?

What support needs might you need? What kind of place would you want to work at?

Dislikes –

Think of the things don't want in a job.

Steps –

What are some steps you need to take to get closer to your goal?

What are some things that might make it hard to get the job/career you want?

LIFE TRAJECTORY WORKSHEET: PLANNING EMPLOYMENT
STEPS I need to take to help me move closer to my JOB/CAREER goal:

MY VISION
WHAT I WANT FOR MY JOB/CAREER:

WHO CAN HELP?

SUPPORT NEEDS:

DISLIKES
WHAT I DON'T WANT FOR MY JOB/CAREER:

THINGS THAT MIGHT
MAKE IT HARD TO GET
THE JOB/CAREER I WANT:



What's Working

What is working best in my life right now that would help me get a job? What makes the most sense for me right now? How can people continue to help me to get a job?

What's Not Working

What is the worst part of my life right now about getting a job? What does not make sense for me right now? What could people help me to change?





Keep the Same:

In order to keep what is working, what makes sense in my life – What needs to stay the same?

Work to Change:

What is not working in my life that needs to change?



My Goals/Dreams –

What goals or dreams do I have? What needs to happen to keep things that are working and to change those things that are not working for me?

What I Want:

Steps I Need To Take	Who can help:	By when:



After the Plan

The Plan is the first step



The next steps are the most important....you have to get the plan moving and working for you. This is the hardest part!

3 ways to use your plan:

1. To learn more about yourself
2. To help other people understand what you want and how to best support you.
3. Working with your staff to use some of this in your ISP.

You decide!

After the Plan

Ways to use your plan	What can you do next?
1. Learn more about yourself.	
2. To help people understand you better.	
3. Work with your staff to use some of this in your ISP.	

After the Plan Example

Ways to use your plan	What can you do next?
1. Learn more about yourself.	<ul style="list-style-type: none">- Talk to others about what you want.- Talk to people who know you.- Involve other people in helping keep your plan moving forward.
2. To help people understand you better.	<ul style="list-style-type: none">- Share your plan with family/friends/supports.- Send copies of your plan to people who support you.- Use it to help people focus on what is important to you.
3. Work with your staff to use some of this in your ISP.	<ul style="list-style-type: none">- Share your plan with staff- Add the info gathered in the last two days to your ISP.- Compare this plan to your ISP

