

## **Training Plan and Accommodations**

Once a candidate is selected, in collaboration with the workplace, a LiveWorkPlay Inclusion Specialist will develop a training plan that will include any necessary accommodations and supports enabling the new employee to reach productivity levels with minimal assistance. LiveWorkPlay helps employers learn and implement strategies to effectively train and support the new employee.

### **Does The LiveWorkPlay Inclusion Specialist Train The New Employee?**

To the greatest degree possible training and support for the new employee should come from the employer (just like with other employees). The Inclusion Specialist can provide assistance to the employer to think about how to best provide support and recommend and/or teach the employer effective ways to support the new employee (for example, the best way to communicate a series of tasks using a checklist or other helpful accommodations).

### **Why Is The Inclusion Specialist Not Supporting The Training On Site As A Matter Of Routine?**

When the Inclusion Specialist inserts themselves in the training process, this unintentionally prevents natural trainers, co-workers, and supervisors from developing their own relationships with the new employee and learning how to effectively teach and support the new employee. It is setting up a situation where few others in the workplace understand the role of the new employee, which means that once the Inclusion Specialist leaves (if they were in the training role) it is like starting all over again for the supervisors and co-workers who must now learn to be the primary support.

If the approach was more of a traditional “placement” model whereby little work had been done in advance of the employee’s arrival, the use of an external on-site trainer would be a must, since little would be known about how the worker could be expected to perform, the nature of the tasks, the workplace environment, or any of the rest of the knowledge acquired throughout the LiveWorkPlay employment support process. By investing in knowledge and relationships prior to the first day of work, the candidate and their employer is being positioned for long-term success.

### **So How Does The Training Work?**

The Inclusion Specialist will provide most of this assistance to the workplace before the employee’s first day. As much as possible the training and support for the new employee is provided by the employer and workplace, following the natural logic and culture of that particular work environment.

Based on the information from the Workplace Assessment and Job Analysis, the learning styles of the new employee, and in collaboration with the direct supervisor, the Inclusion Specialist will create a training plan that mirrors the natural training process as closely as possible and includes reasonable accommodations and adaptations that will support the new employee to meet acceptable performance standards. Part of the training plan is identifying other co-workers that can provide natural and or social supports for the new employee, outside of the direct supervisor.

Before the first day the Inclusion Specialist meets with the employer to share the training plan and provide strategies (and supports to the employer’s staff member who is leading the training) to make it most effective. If additional instructional methods are required (when natural training is not enough) the Inclusion Specialist will provide alternatives. They are a call or email away from arranging support.

---

***Helping the community welcome people with intellectual disabilities to live, work, and play as valued citizens!***  
**300-2197 Riverside Drive, Ottawa, ON K1H 7X3 613-235-9550**

LiveWorkPlay is Revenue Canada Registered Charity #8962227750001

---

***Helping the community welcome people with intellectual disabilities to live, work, and play as valued citizens!***  
**300-2197 Riverside Drive, Ottawa, ON K1H 7X3 613-235-9550**

LiveWorkPlay is Revenue Canada Registered Charity #8962227750001