



Individual Employment and Service Planning Template

A Plan for:

Facilitator:

Agency Name:

Date:

INDIVIDUAL EMPLOYMENT AND SERVICE PLANNING TEMPLATE

Purpose of the Planning Template

This planning template is a person centred and process-oriented approach to empowering people with disabilities. It focuses on the person and their needs by putting them in charge of defining the direction for their lives, and not the systems that may or may not be available to serve them. This ultimately leads to greater inclusion as valued members of both community and society. This process attempts to identify and highlight the unique talents, gifts and capabilities of our clients.

Why are we doing this exercise?

Our purpose is to identify a more desirable future for the person. Our role is to:

- Identify each individual's desired future or dream
- Identify opportunities
- Deliver support

What elements are required for an effective individual plan?

Knowing the Individual and His/Her Vision:

- Identifies who the individual is, his/her current situation, and the individual's dreams, hopes and interests for the present and the future.

Goal Planning:

- Identifies and develops goals towards realizing a better quality of life for the individual.

Action Planning:

- Identifies the activities through which goals are to be realized and assigns responsibility to specific persons or agencies along with timelines for completion.

Planning for Accountability:

- Determines responsibilities for ensuring that specific actions identified during planning have been attended to.

What are the guiding principles for successful planning?

- We will always look at things from the individual's point of view.
- We will base all planning on a positive, enthusiastic perspective and on the beliefs that dreams can come true and that we can attain the goals we set.
- We will concentrate on and look for the person's capacities, strengths and gifts rather than focusing solely on their disability and needs.
- We will include the person in decision making and listen both respectfully and imaginatively to the person's words and gestures.
- We will do whatever we can to discover what the person wants and to understand the ways the person communicates his/her preferences.
- We will ensure that our involvement will reflect our roles as "support".

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- We will help the person to achieve the best possible life honoring his/her choices.
- We will help the person to meet his/her goals by means of everyday community settings and services.
- We will base planning on the belief that all people share the same universal needs for security, belonging, recognition, achievement and control over one's own life.
- We recognize that the person's private life is confidential and will not be discussed outside the group.
- We will respect everyone's opinion and do our best to resolve conflicts within the group.
- We will be open to learning and working together in an atmosphere of cooperation.
- We will build and nurture a sense of community within the group.

What are our roles in the planning process?

Focus Person:

- The centre of the process for which the plan is prepared

Coordinator:

- The person who assists the person to initiate and coordinate the planning process.

Co-Facilitators:

- These can include someone who guides the person in planning meetings and discussions. It can also include a person who records the discussion.

Participants:

- These can include anyone the person invites or is part of the person's support network.

What are the ground rules for the planning sessions and discussions?

- Forget about personal distractions and focus of the planning meeting and the person's needs.
- Do not be judgmental. Allow people to express opinions without putting them down.
- No complaining.
- Treat everyone with respect and dignity.
- Listen to each other and do not have private conversations.
- Trust each other.

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Personal Profile Part 1 Information about Me

This part involves getting some information about who you are as a person. We will talk about your home life and your experiences with learning and employment.

1. Basic Information

a. Date of birth: ___/ ___/ ____

b. Address: _____

c. Phone: _____ Cell: _____ Other: _____

d. Marital status:

e. Other agencies involved:

2. Information about where I live and my family

a. Where do you currently live? How long have you lived there?

b. Who do you live with? What kinds of jobs do they do?

c. Do you have other family members who live in the area? Who are they?

d. How do you get around in the community? Does your family or others drive you?

e. What are some of the businesses that are near your home? Is this something we need to learn more about?

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3. Information about education and training:

a. Education (list from most recent)

School	Date	Degree of accomplishment	Reason, if not completed

b. Identify any vocational classes, internships, special trainings, workshops

Identify class, internship, training	Date	Location	Skills developed

What are some things we should know about your experiences with school or other training you have received?

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4. Information about work history (list from most recent)

Business	Dates	Job title	Pay	Reason for leaving

What are some things we should know about your previous experiences with working?

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2. Information about my employment and related activity

- a. What chores or other work do you do at home and for others?

- b. What have you done around your home or in your community to make money?(e.g. yard work, personal services):

- c. Have you done volunteer work? If so, what did you do and what did you learn from volunteering?

- d. What other jobs have you had that you liked doing or did not like?

- e. What jobs would you like to learn more about?

- f. When you do a job what do you need help with (learning to do new tasks, remembering what to do, keeping track of time)?

3. Information about my other life activities and experiences

- a. Who are your friends? Do you belong to any groups?

- b. What activities, including hobbies, do you like to do at home or in the community?

- c. What activities or events are the most important to you? Why?

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4. Information about my skills and interests

- a. What are some of the things that you are good at doing at home (chores, looking after a family pet, etc)?

- b. What are some of things that you are good at doing in the community (e.g., getting around the community, managing money and banking, etc)?

- c. What are some of the things you are good at doing that you do for fun?

- d. Can you use a computer? If so, what can you do on a computer?

- e. Do you do outdoor activities? Do you like being outdoors? Are there times when you don't like being outdoors?

- f. Do you have artistic or other talents?

- g. What are the ways you talk or communicate with other people (talking one-on-one, using the phone or other technology, etc.)?

- h. Do you like to be around people? What are the types of situations where you like to be around people?

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- i. What skills have you learned from doing previous jobs (volunteer or paid)?

- j. What types of jobs would you be interested in doing that you think you would enjoy?

5. Possible connections for helping me find a job

- a. Who do you know who might be able to help you find a job in the community?
 - i. Family members

 - ii. Friends and neighbors

 - iii. People you go to church with

 - iv. People you know in clubs or groups that you are involved in

 - v. Others

- b. Let's think about making a list of local employers that we might approach about work (consider proximity, relationships, interest areas, etc.):

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Profile Summary (guided discussion with the focus person)

What did I learn in the section that tells me about my skills, interests, experiences and gifts?

What did I learn in the section that tells me about my job preferences? What goals do I have for work?

What did I learn in the section that tells me what type of help I need to find and do a job?

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2. Job market related interests

- a. General personal interests:

- b. Activities participant engages in without being expected to do so:

- c. General areas of current work interest:

- d. Specific areas of past work experience:

3. Contributions

- a. Strongest positive personality characteristics:

- b. Most reliable strengths regarding performance:

- c. Best current and potential skills to offer to employers:

- d. Credential training, certifications and recognized skills:

- e. Possible sources for recommendations:

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f. Resources/financial assets:

4. Challenges

a. Areas potentially needing matching to employment sites:

b. Areas potentially needing negotiation with local employers:

c. Physical/health restrictions:

d. Habits, routines:

e. Challenges associated with disability/ need for accommodation & disclosure:

f. Financial issues:

g. Transportation issues:

h. Promising solutions: Current, past or potential:

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Part 4 Action Plan to Achieve Employment or Other Goals

Goal / Expected Outcome 1:

Action Steps	Responsible	Deadline	Resources	Potential Barriers	Result
<i>What tasks will be done?</i>	<i>Who will do it?</i>	<i>By when?</i>	<i>What do you need to complete this step? (People, money, tools, etc.)</i>	<i>What could get in the way of task completion? How will you overcome them?</i>	<i>What is the outcome of the task?</i>

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Goal / Expected Outcome 2:

Action Steps	Responsible	Deadline	Resources	Potential Barriers	Result
<i>What tasks will be done?</i>	<i>Who will do it?</i>	<i>By when?</i>	<i>What do you need to complete this step? (People, money, tools, etc.)</i>	<i>What could get in the way of task completion? How will you overcome them?</i>	<i>What is the outcome of the task?</i>

Goal / Expected Outcome 3:

Action Steps	Responsible	Deadline	Resources	Potential Barriers	Result

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<i>What tasks will be done?</i>	<i>Who will do it?</i>	<i>By when?</i>	<i>What do you need to complete this step? (People, money, tools, etc.)</i>	<i>What could get in the way of task completion? How will you overcome them?</i>	<i>What is the outcome of the task?</i>

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Personal Description Summary Exercise

What words would people who love you (friends, parents, significant other, etc.) use to describe you?

What words would people who work at the agency (Executive Director, general staff, etc.) use to describe you?

What words would medical professionals (doctors, therapists, psychologists, etc.) use to describe you?