

WORKSHOP: UNDERSTANDING DISABILITY IN THE WORKPLACE

The aim of this workshop is to provide insight and practical skills for employing and working with people with disabilities. We will introduce and explain a Reasonable Accommodation Policy that can work for your company. We will provide information about misconceptions surrounding disabilities and have discussions about general reservations that you might have. You will come to a better understanding of your own personality type and how it influences your interaction with colleagues and specifically with people with disabilities. At the end of the workshop you should be able to apply and implement your knowledge in the workplace as well as at home.

The following topics will be covered:

Your personality and how it influences your interaction with people in the workplace.

- Completing a Personality Questionnaire.
- Who am I – An Artist, Guardian or Inspirer?
- Why is it important to know myself?
- How does my personality influence my interaction with others?
- Case study discussions.

Understanding Disability and Perceptions

- How do I perceive people with disabilities?
- Where do these perceptions come from?
- How can perceptions affect people with disabilities?

Medical Overview of Disability

- *Have you ever wondered **what** happened and **how** did it happen?*
- **Physical Disabilities** - *not everybody is in a wheelchair*
 - a) What to expect?
 - b) How you can apply their skills in your business.
 - c) What do they need to be accommodated in the work place.



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- **Hearing impairments** – *"The Silent Disability"*
 - a) What to expect?
 - b) How you can apply their skills in your business.
 - c) What do they need to be accommodated in the work place.
- **Visual impairments** – *"More than meets the eye"*
 - a) What to expect?
 - b) How you can apply their skills in your business.
 - c) What do they need to be accommodated in the work place.

The Recruitment Process of Candidates with disabilities

- What makes the Recruitment process different?

Employment - The Myths and Facts

- What does management REALLY think about employing a person with a disability?
- What do co-workers REALLY think about working with a person with a disability?
- The reality.

An overview on the Code of Good Practice

- The Employment Equity Act , no 55 of 1998.
- The definition of people with disabilities.
- How to practically apply the Act.

Reasonable Accommodation of Disability in the Workplace

- What is Reasonable Accommodation?
- How do I apply Reasonable Accommodation in the workplace?
- What is the process that I can follow to Reasonably Accommodate a person with a disability?
- Case Study.



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Integration of Disability in the Workplace

A day in the life of a person with a disability

- Transport.
- Accessibility.
- Managing a person with a disability.
- Tea-time, Lunch Breaks.
- Emergency Drills.

Companies and Involvement

- What has been done by other Companies in the past?
- Casual Day.

Pricing

<u>Target Participant Profile:</u>	<u>Duration of Training:</u>	<u>Total attendees:</u>	<u>Costing</u>
HR, Line Management and Supervisors	Half day	Minimum 10 - 15	R 1500-00 per delegate
Recruitment and Selection Staff		Maximum 16 - 25	R 1100-00 per delegate
General Staff			
HR, Line Management and Supervisors	2.5 Hours	Minimum 2 - 9 Maximum	R 700-00 per delegate
Recruitment and Selection Staff			
General Staff			

Presenters

The workshop will be presented by:

*Melanie Moen (Psychologist); and
Mariette Oelofse (Physiotherapist).*



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