

## Peer Employment Support

“Promoting Successful Employment of People with Psychiatric Disabilities for the Long Run”

Session 3 – December 3, 2008

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## Agenda

- Review- Group Facilitator's Role
- Experiencing some modules
  - Demonstrate
  - Discuss
- Weekly Topics
- Marketing groups and generating interest
- Where to go from here?
- Open for discussion of situations and persons...

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## Group Facilitator Role

Engaging • Informing • Involving • Planning

- Set the tone for the group and ensure that the group is working toward cohesion and productivity
- Create a safe, open, trusting, and supportive environment for all group members
- Guide the group activity and discussion
- Keep the group focused
- Keep the channels of communication open
- Sense the moods and feelings within the group
- Assist with the transference of learned skills

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## Weekly Modules

### Each Session

- Consistent step by step format
- Scripted for new facilitators
- Offers discussion questions

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## Table of Contents - Manual

- Introduction
- **Motto**
- **Purpose, Goals, Roles and Benefits**
- **Meeting Agreements**
- Check Lists and Evaluations
- Starting a Group
- Additional Resources & References
- **Weekly Topics**

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## **Before Session:**

- **Make enough copies of handouts for each group member.**
- Make sure you are familiar with the material.
- Go over the previous group topic to assure you can assist group members with a review.

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## **Session format (1 hour group):**

|                             |            |
|-----------------------------|------------|
| Introductions               | 1 minute   |
| Motto                       | 1 minute   |
| New member orientation      | 2 minutes  |
| Review of last week's topic | 5 minutes  |
| Overview of topic           | 1 minute   |
| Discussion                  | 10 minutes |
| Activity                    | 10 minutes |
| Activity review & feedback  | 2 minutes  |
| Summary                     | 2 minutes  |
| Open Discussion             | 25 minutes |
| Closing                     | 1 minute   |

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## **Begin Session:**

### **Introductions - 1 minute**

Facilitator introduce him or herself by first name  
Invite group members to introduce themselves by first name

### **PES Motto - 1 minute**

Read or have group members pass and read Motto

### **New Member Orientation - 2 minutes**

If there are first time members, review:

Meeting Agreements  
Roles/Expectations  
Benefits of Participation

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## **Review of Last Week's Topic and Homework – 5 min.**

Keep this review brief. You will not have time to ask all the following questions. This review time is meant to reinforce the last week's topic, and members' commitment in achieving their personal employment goals.

Remember, last group we talked about \_\_\_\_\_.

What are some things you learned from the discussion?

Was everyone able to complete the assigned homework?

What kind of help did you need to complete the homework?

Did you set any goals last week? Were you able to accomplish them?

What kept you from accomplishing them?

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**Overview of Topic - 1 minute**

Today we will be talking about what will be expected of you when you start a new job.

Increasing your knowledge of employer expectations at the start of a new job will:

- prepare you to be more successful
- decrease your anxiety
- help you through the first few weeks of a new job.

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**Discussion - 10 minutes**

Begin to engage group members with discussion questions. **Ask** one or two of the following questions:

1. What do you think are the most important things employers expect from their employees?
2. Were there things you wish you knew when you started a new job, but were not told? How did you find out about these things?

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**Activity - 10 minutes**

Have group members begin to fill out Worksheet. This can be done individually then discussed as a group, or together as a group using the worksheet to further guide the discussion.

**Worksheet Review and Feedback – 2 min.**

Give clarification and feedback where needed.

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**Summary - 2 minutes**

Ask the following questions:

1. What have you learned today?
2. How will what you learned help you become employed?
3. What can you do between now and next group to better clarify your thoughts around work?

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**Open Discussion– 25 minutes**

We now have time to talk about any individual employment needs you may have.

For anyone working, talk about any issues or positive things happening on your job.

For anyone not working, talk about help you may need, or what steps you can take to reach your employment goals.

It is always good to set goals. What are some goals you can set to help you become employed or stay employed?

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**Closing - 1 minute**

Next week our topic will be \_\_\_\_\_.  
Our next meeting will be here, (give location),  
on (day of week), the (date), at (time).  
I'll see you then. Thanks for attending.

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End with an inspirational quote if there is time.

“Nothing is particularly hard if you divide it into small jobs.”

-Henry Ford

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### Peer Employment Support Modules

1. Beliefs About Work
2. Barriers to Employment
3. Benefits of Employment
4. Overcoming Barriers to Employment
5. The Importance of Values
6. Identifying Interests
7. Identifying and Developing Skills
8. Exploration-The World of Work
9. A: Job Matching – B: Holland’s SDS
10. Employer Expectations

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### Peer Employment Support Modules

11. Building Your Resume
12. References
13. Job Search Skills
14. Informational Interview
15. Net Working
16. Job Leads
17. Applications
18. Disclosure
19. A: Interview Skills – B: Interview Questions
20. Community Resources
21. Social Security Benefits-Work Incentives

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## Peer Employment Support Modules

22. Work Culture
23. Starting a New Job: What is Expected of Me?
24. Starting a New Job: Adjusting to Change
25. Job Retention: Supports
26. Managing Symptoms While Working
27. Career vs. Job
28. Education
29. Leaving a Job and Job Loss
30. Criminal Records
31. Dual Diagnosis

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Marketing groups & generating interest

Where to go from here?

Open for discussion of situations  
& persons...

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## Purchasing Peer Employment Support Manuals

\$70.00 per manual  
plus shipping

To Order Manuals Contact:

**Lisa Cote**  
**856-566-6456**  
**[cotell@umdnj.edu](mailto:cotell@umdnj.edu)**

Make Checks Payable to: **UMDNJ-SHRP**

Send payment to:

Attention: **Lisa Cote**  
**IEI, Suite 2105**  
**SHRP-UMDNJ**  
**40 East Laurel Road**  
**Stratford, NJ 08084**

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