

2014 Indiana Employment Specialist Training



Part 1: **November 4 - 6***
and

Part 2: **December 2 - 4***

Face-to-Face Training In Indianapolis, Indiana

ISETT and the **Center on Community Living and Careers** at Indiana University's Indiana Institute on Disability and Community have trained and certified over 2,800 Indiana employment specialists. Employment Specialist Trainings are interactive and comprehensive, enabling you to attain your professional goals and make a difference in the lives of the people with disabilities you serve.

Who should attend?

New employment specialists—those who've been on the job less than a year, including:

- Employment Consultants**
- Job Coaches**
- Teachers**
- Job Developers**
- Mental Health Professionals**
- Vocational Coordinators**
- State Agency Staff**
- WorkOne Personnel**



Schedule & Curriculum

Part 1 November 4-6

- Overview
- Laws and Policy
- Values
- Vocational Rehabilitation Overview
- Person-Centered Planning
- Strategic Plan Development
- Job Development
- Marketing

Part 2 December 2-4

- Worksite Analysis
- Resource Mapping
- Teaching Strategies
- Task Analysis
- Assistive Technology
- Job Supports

***Note:** Attendance at both Part 1 and Part 2 is required for this training. Registration begins at 8:30 a.m., and training runs from 9 a.m. to 4 p.m. each day at the:

Easter Seals Crossroads
4740 Kingsway Drive
Indianapolis, IN
317-466-1000

Employment Specialist Certification

Participants are required to complete all assignments in both portions of this face-to-face training to receive a competency-based certificate from Indiana University. CEUs are available.



For more information, go to
[ACRE Training Providers.](#)

2014 Employment Specialist Training Registration

Name _____

Agency/School _____

Address _____

City _____

State and Zip Code _____

Phone _____

Fax: _____

*Email _____

(Mandatory)

Participants are responsible for making their own lodging reservations and provisions for lodging payment.

Accessibility accommodation requests must be made four weeks prior to training to allow ISETT time to adequately prepare.

Employment Specialist Face-to-Face Training is \$100 per person. Check enclosed # _____

Registration fees are only refundable if notice of cancellation is received two weeks prior to training.

Make check payable to ISETT. (Checks only, please. We cannot accept credit cards or purchase orders.)

**Mail to: Sandy Savage & Associates, Inc.
530 East 70th Street
Indianapolis, IN 46220**

Payment questions? 317-466-1000
(Ask for Patrick Sandy.)

**Registration & Payment Deadline:
October 24, 2014**

A confirmation email will be sent following receipt of registration and payment.

Face-to Face Training Indianapolis, Indiana

Part 1 training November 4-6

Part 2 training December 2-4

Please note: You must attend both the Nov. 4-6 AND the Dec. 2-4 training sessions to be eligible for certification.

The ISETT Training Team

Patrick Sandy, president/CEO, Easter Seals Crossroads disability services, and co-owner of Sandy/Savage & Associates, Inc., consulting and training

Steve Savage, executive director, The Arc of Greater Boone County and co-owner of Sandy/Savage & Associates, Inc.

Suzi Rinne, executive director, LifeDesigns

Connie Ferrell, owner, Integrated Services, consulting and training

Adjunct Training Team

Jackie Tijerina, project coordinator, Center on Community Living and Careers, Indiana Institute on Disability and Community at Indiana University

Questions about online training? Contact **Jackie Tijerina**, jtijerin@indiana.edu, or call 812-855-6508.

We continually update our training program to include the newest industry trends and best practices. Comments from recent participants:

“Speakers were very informative and easy to understand. They gave creative solutions to underlying issues we confront daily in this business.”

“The materials provide an excellent resource for me to use in doing my job. I am so excited to go home and implement everything I learned.”

“Hands down the best training and most practical training program I have ever attended.”