I Want To Work

This workbook belongs to

_____

Use this along with the **I Want To Work Partner Guide**

I Want To Work

You can find this workbook and the *I Want To Work Partner Guide* at: www.personcenteredpractices.org

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www.sdaus.com

Transcen, Inc.
www.transcen.org

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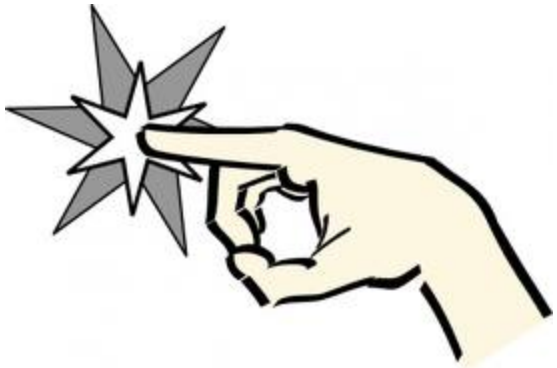
How to use this workbook



Ask someone who knows you well to be your partner to help fill out the workbook.
They should use the I Want To Work Partner Guide.

Start at the beginning of the workbook. Do one chapter at a time.

Fill out the workbook with your partner.

If you do not understand something, ask your partner to explain it to you.

My partner is _____

When you finish this workbook . . .

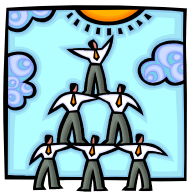
. . . you will have

- an idea of the type of job you want to look for at this time in your life
- a support page that tells others how they can support you at work
- a résumé to use when looking for a job

Workbook Chapters

Chapter 1: Great Things About Me

Chapter 2: The Job I Want

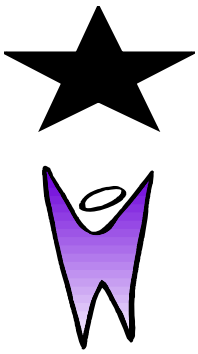


Chapter 3: How to Best Support Me at Work

Chapter 4: My Résumé

Chapter 1

Great Things About Me



Great Things About Me

What are some words that describe you?

- _____
- _____
- _____

What do you like about yourself?

- _____
- _____
- _____

What are some things you have done that you are proud of?

- _____
- _____
- _____

The People in My Life

Who are the people you care about the most? (write their names)

_____ _____

_____ _____

_____ _____

Who are the people who know you best?

(write their names)

_____ _____

_____ _____

_____ _____

Who do you have fun with?

(write their names)

_____ _____

_____ _____

_____ _____

Why People Work

Here are some reasons why people work. Put a check by the reasons you want to work. Add your own reasons.

☐ To feel useful

☐ To meet people

☐ To do something they love

Continued on the next page

Why People Work

☐ To learn new things

☐ To make money to pay their bills and do fun things

Are there any other reasons you want to work? Write them below.

- _____
- _____

On the next three (3) pages, there are questions you will need to ask someone who knows you well.

You may want to pick your workbook partner or someone that you listed on page 9. You may also want to ask more than one person these questions.

As you ask someone the questions, write down their answers or have them write for you.

I Want to Work

Great Things About Me
Interview #1

The person I will talk to is _____.
This person is my _____.

What do you like and admire about me?

- _____
- _____
- _____

What do you think some of my interests are? (Are there favorite books, subjects, or pictures that capture my interest more than others? What kinds of things do I look forward to doing or learning about?)

- _____
- _____
- _____

Continued on the next page

I Want to Work

Great Things About Me
Interview #1

What strengths/gifts do you think I have that an employer would like?

- _____
- _____
- _____

What strengths/gifts do you think I have that co-workers would enjoy?

- _____
- _____
- _____

Continued on the next page

I Want To Work

Great Things About Me
Interview #1

What settings (environments, places, situations) do you think I do well in?

- _____
- _____
- _____

What settings (environments, places, situations) do you think I avoid?

- _____
- _____
- _____

Is there anything else you want to add?

- _____
- _____

Notes

At the beginning of Chapter 2, you will be asked about your ‘dream job.’

Before starting to work on that chapter, take time to think about this.

Think about the type of job you would love to have, where you would love to work, what you would love doing for a job.

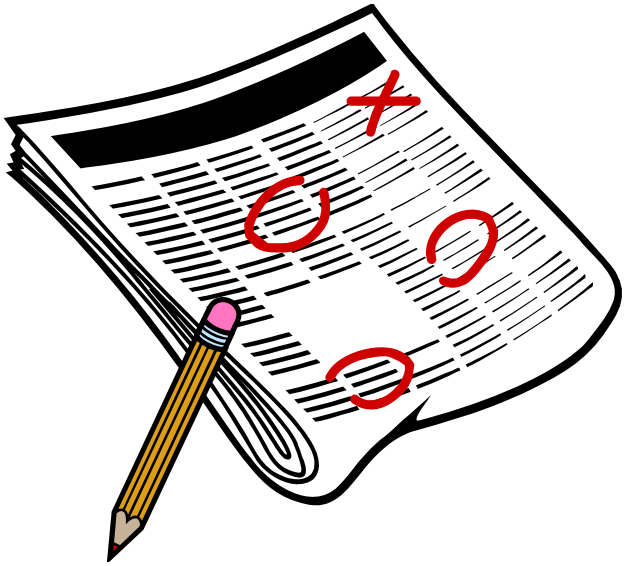
Congratulations!!

You have completed

Chapter 1: Great Things About Me

Chapter 2

The Job I Want



My Dream Job

My dream job is _____

I want this job because

- _____
- _____
- _____

Draw a picture of you doing your dream job

Things I Like to Do

What do you like to do for fun?

(Include hobbies, things you are interested in, places you like to go, things you like to do)

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Continued on next page

Things I Like to Do

What things do you enjoy doing with others?

- _____
- _____
- _____

What do you love learning about?

- _____
- _____
- _____

What chores do you do at home? Put a check √ next to the ones you *like* to do.

- _____
- _____
- _____

Things I Don't Like to Do

What things do you **not** like to do?

- _____
- _____
- _____
- _____

What makes you mad or unhappy every time it happens?

- _____
- _____
- _____
- _____

Work I Have Tried

(paid or volunteer in my school or community)

Job # 1 _____

What did you like about this job?

- _____
- _____
- _____
- _____

What didn't you like about this job?

- _____
- _____
- _____
- _____

Work I Have Tried

(paid or volunteer in my school or community)

Job # 2 _____

What did you like about this job?

- _____
- _____
- _____
- _____

What didn't you like about this job?

- _____
- _____
- _____
- _____

Work I Have Tried

(paid or volunteer in my school or community)

Job #3 _____

What did you like about this job?

- _____
- _____
- _____
- _____

What didn't you like about this job?

- _____
- _____
- _____
- _____

Types of Work I Want

Look back at pages 13, 20, 21, and 22. Talk with your workbook partner about your many interests or things you like to do. Pick two (2) you might like as a job. Write them here.

1. _____
2. _____

On the next two pages, along with your partner, you will be thinking of places that you might be able to work that include your interests or things you like to do.

Interest # 1

Write your first interest or thing you like to do from page 27 here.

_____

With your workbook partner, think of places you could work that include this interest. Ask other people to give you more ideas. Check the internet for more ideas.

Interest # 2

Write your second interest or thing you like to do from page 27 here.

_____

With your workbook partner, think of places you could work that include this interest. Ask other people to give you more ideas. Check the internet for more ideas.

I Want To Work

The Job I Want
Assignment # 2

Tear out the next page titled Personal Profile and fill in your name. Give it to someone who knows you well. This might be your workbook partner or someone else you listed on page 9. Ask them to fill it out and return it to you when it is done.

The person I will ask to fill out the next sheet is _____.

This person is my _____.

We have known each other for ____ years.

Personal Profile for _____

Please be as detailed as possible when considering the above person.
"Work" may include paid, volunteer or internship experience.

What type of work do you think this person desires or wants to try?	What previous work and/or volunteer experiences does this person have? (list specific duties performed)
What skills and knowledge does this person possess? (include any specific training for work)	Is there anything we need to know in order to keep this person safe at work?
How does this person learn best?	What are the things that really matter to this person at work?
What does a job coach/manager need to do to help the person be successful and be seen as a valued co-worker?	What are some of this person's accomplishments?
What household chores does this person complete regularly?	Are there any specific challenges or other helpful information about this person you would like to provide?

Notes

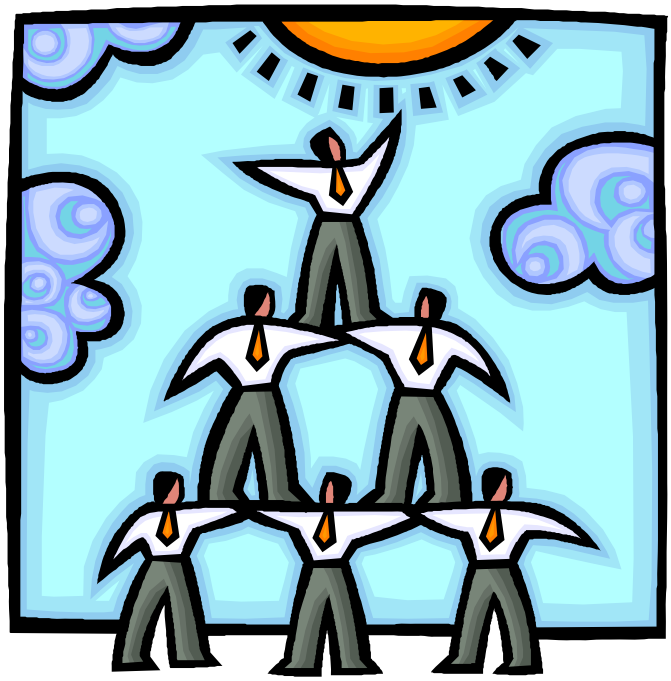
Congratulations!!

You have completed

Chapter 2: The Job I Want

Chapter 3

How to Best Support Me at Work



I like . . .

Check √ your choice in each box. If you like both choices in the box, check them both.

To work around noise To work in the quiet	To work inside To work outside
To work mostly by myself To work mostly around others	To work mornings To work evenings
To dress up Not to dress up	To work in warm places To work in cool places
To do the same things each day To do different things each day	To have the same work schedule To have a schedule that changes
To work part time To work full time	To work with things To work with people
To work weekdays only To work weekends too	To work standing up To work sitting down

Check page 15 to see if you want to add something

_____

_____



Things I Like About People I Like to be Around

Think about people you listed on page 9. What do you like about them? Write these things in the circles below.

Good Day/Bad Day at work or school

Make a list of things that would happen on a good day for you.
Make a list of things that would happen on a bad day for you.

Having a Bad Day?

What can someone do or say when a ‘bad day thing’ happens?

- _____
- _____
- _____
- _____

What helps you feel better when a ‘bad day thing’ happens?

- _____
- _____
- _____
- _____

My Support Page for Work

What people like and admire about _____. Look at pages 8, 13, & 14, to get ideas of what to write.	

These are important to _____ at work: Look at pages 24-26, 31, 35, & 37 to get ideas of what to write.	Instructions for supporters at work: Look at pages 31, 37 & 38 to get ideas of what to write.

Notes

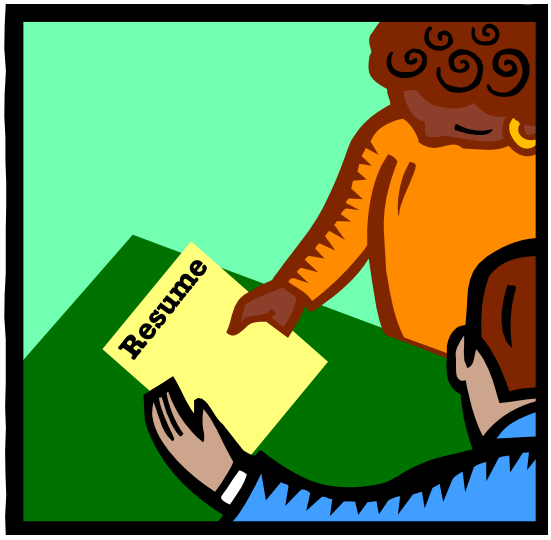
Congratulations!!

You have completed

Chapter 3: How To Best Support Me at Work

Chapter 4

My Résumé



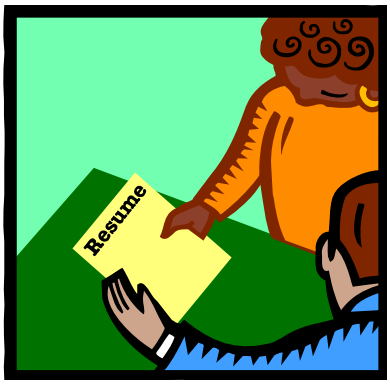
What is a Résumé?

A résumé is a way for you to introduce yourself to someone who may become your employer.

A résumé gives your basic information to someone who may become your employer.

A résumé is a list of things you have done and things you are good at.

A résumé is sometimes needed for you to get an interview.



What is on a Résumé?

Go to page 61. Tear out Jane Doe's résumé and look at it as you learn about résumés.

A résumé may include many things. Most résumés have the following information:

1. Name and contact information

2. Job objective

3. Highlighted accomplishments

What is on a Résumé?

4. Skills

5. Experience

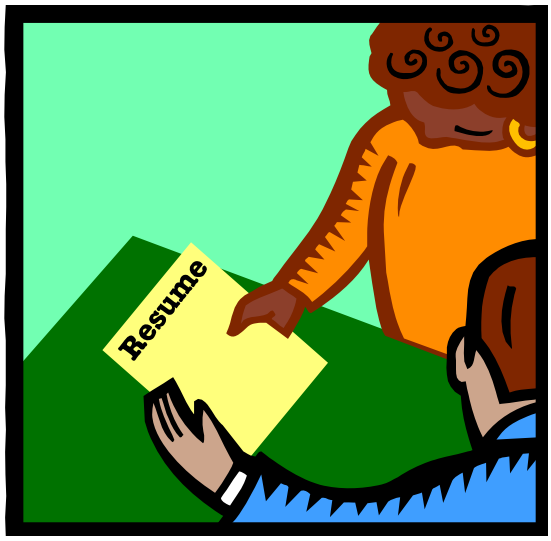
6. Education

7. References

My Résumé

In this chapter, you will be writing your own résumé. Go to the Résumé Preparation Pages, numbers 55, 56, 57, & 58. Tear them out.

Fill in your contact information.



My Résumé:
Job objective

A job objective tells an employer what you want to do at work.

Here are some examples of job objectives:

1. To get a job in a library or a place around books.
2. To get a job in an office copy store or mail room where I can use my skills.
3. A job that lets me use my skills and interest in health and fitness.
4. To get a job cooking in a restaurant.

Based on your interests listed on pages 27, think about a job objective for your résumé. Write your job objective on your résumé preparation pages.

My Résumé:
Highlighted accomplishments

Accomplishments are things you have done and are the most proud of.

Some examples of accomplishments might be:

- receiving an award or honor at school or at work
- being part of something that is important to you, such as scouts, Special Olympics, swim team, community service group
- getting recognized for something
- earning a certificate

Look back to pages 8 & 31 to see what you wrote that makes you feel proud. List your accomplishments on your résumé preparation pages.

My Résumé:
Skills

Skills are things you know how to do.

Some examples of skills are:

- Filing
- Organizing
- Working with your hands
- Using computers
- Taking care of animals
- Doing a job from beginning to end
- Traveling in the community independently
- Cleaning
- Reading well
- Listening
- Measuring

Look back at pages 14 & 31. List your skills on your résumé preparation pages.

My Résumé:

Experience

Experience is work you have done either as a volunteer or as a paid worker.

Examples of work experience:

- Volunteering at an animal shelter
- Working at a nursing home
- Mowing lawns
- Bagging groceries
- Doing office jobs

Look at pages 24-26, & 31. List your work experiences on your résumé preparation pages.

My Résumé:

Education

Education includes the schools or training programs that you have attended.

Starting with **high school**, list the names of the schools or training programs you attended and the year you finished on your résumé preparation pages.

My Résumé:
References

References are people who know you and can talk about your work and volunteer experiences.

Remember:

- Family members cannot be a reference.
- Before using someone to be a reference, always ask them first.
- Send a thank you note to the people who agree to be your reference.

My Résumé:
References

List 3 people you would like to use as references and how you know them.

1. _____
2. _____
3. _____

For homework, ask the 3 people you listed above to be your reference. For each, write down their

- name
- job title or relationship to you
- phone number
- email address

on your résumé preparation pages.

Notes

Résumé Preparation Page

Contact information:

Name: _____

Address: _____

_____

E-mail: _____

Phone: _____

Job Objective:

_____

_____

_____

Résumé Preparation Page

Accomplishments:

- _____
- _____
- _____
- _____

Skills:

- _____
- _____
- _____
- _____
- _____
- _____

Résumé Preparation Page

Experience:

- _____
- _____
- _____
- _____

Education:

- _____
- _____
- _____
- _____
- _____
- _____

I Want To Work

My Résumé

Assignment # 3

Reference # 1 _____

Job title/relationship _____

Phone number _____

Email _____

Reference # 2 _____

Job title/relationship _____

Phone number _____

Email _____

Reference # 3 _____

Job title/relationship_____

Phone number _____

Email _____

Activity

Look again at Jane Doe's résumé, page 61.

Pretend you are an employer wanting to hire someone for a job in your company.

List 3 things you learned about Jane from her résumé.

1. _____
2. _____
3. _____

Notes

Jane Doe
689 Main Street
Kellogg, WI 99909
(804) 555-9987

Job Objective

To get a job in the health care field that allows me to use and increase my skills and interests.

Highlights of Accomplishments

Volunteer of the year award at St. Mary's Hospital
Award for Perfect Attendance at Carson High School

Skills

Time oriented	Prompt
Attention to detail	Follow instructions
Caring person	Organize medical equipment

Work/Volunteer Experience

Mark's Medical Equipment; receptionist
St. Mary's Hospital; volunteer

Education

2006 Harvey Technical School Adult Continuing Education class in Healthcare
2004 Graduated from Carson High School

References

Mark Downing, Owner Mark's Medical Equipment (898) 372-1146
Nancy Johnson, Supervisor, St. Mary's Hospital (898) 372-6584
Carol Harding, Personal (898) 372-5593

Notes

Congratulations!!

You have completed

Chapter 4: My Résumé

Preparing Your Support Document & Résumé

- A résumé and a support document are typed on a computer.
- Your workbook partner will help type the résumé and support document. You may do this together or your partner may do this on their own.

Using Your Support Document & Résumé

- Once you have the work support page and your résumé, keep them in a safe place for when you need them. They can be updated anytime you want to add to or change information about yourself.
- Share these documents with anyone who will be helping you find a job.
- You may also want to share the rest of your workbook with those who will help you find a job because there is a lot of good information about you.

Resources and samples

Your partner has a list of resources and samples in the back of the I Want To Work Partner Guide that you may find helpful when filling out your workbook.

Partnership for People with Disabilities

Linking people. Changing lives.