TOOL BOX

Intellectual disabilities and pervasive developmental disorders: target group related theory

- Flyer
- General PPP
- User's record

- IMPAIRMENTS
  - Script with general definitions and explanations of different diagnosis and their related impairments

- BEHAVIOURS
  - Script with general definitions and explanations of different diagnosis, their related impairments and the resulted behaviour

- DIAGNOSIS
  - Script with and explanation of the most popular diagnosis and related explanations in this frame

- Documentation to evaluate the learning outcomes (Forms for reports and documentations, Systems of documentations)

The process of inclusion at work

- General discription
- General PPP

- ANAMNESIS
  - Anamnesis questionnaire
  - COPM (Canadian occupational performance measure)
  - Process description
  - Different questionnaires related to personal feelings and satisfaction

- ANALYSIS OF THE POTENTIAL
  - Compass of talents
  - Balance of competences
  - Ergo questionnaire
  - Design of individual evaluation programmes

- ORIENTATION
  - Vocational orientation system (RIASEC system)
  - Workability approach and the related evaluation process
  - Process of what I really really want (Frithjof Bergmann)
  - National informations
  - Diversity training kit

- Empowerment training kit

- LABORATORY
  - Kit how to apply for internship
  - Workability questionnaire afp

- JOB CREATION
  - Concept of jobcreation
  - Tools for jobcreation
  - National regulations and laws

- SELF MARKETING-
  - training kit for self marketing
    - labour market info,
    - regulations,
    - materials,
    - video and telephone training
    - producing high quality application documents

- PLANNING AND REALISING
  - paper forms and e- forms
  - Pedagogical approach for closing the procedures

- ONGOING COUNSELLING-
  - Concept for ongoing coaching
  - Basics of case management

- Documentation to evaluate the learning outcomes (Forms for reports and documentations, Systems of documentations)

The network of local services

- Analysis of the host context
  - Sampled file with all related offers in your region
  - Structure
  - Evaluation of services

- Strategy for networking
  - Concept for networking; offers, benefits, results
  - The placement of the jotrady training in the different regional and national networks

- Documentation to evaluate the learning outcomes (Forms for reports and documentations, Systems of documentations)

Analysis of the work environment

- Selective Placement Form

- Use of MELBA system (ergotherapeutic instrument to evaluate possible work places and to compare the profile of the work place with the profile of the client

Enabling models and tools

- Intervision and Supervision to offer possibilities to reflect the results, impressions and difficulties from the realisation process
- Documentation to evaluate the learning outcomes (Forms for reports and documentations, Systems of documentations)

The cognitive apprenticeship

- Standard individual project scheme - situated learning activity
- Documentation to evaluate the learning outcomes (Forms for reports and documentations, Systems of documentations)

The job placement

- professional Supervision
- Documentation to evaluate the learning outcomes
- Marketing instruments in the job placement process
- Professional context of jobplacement
- Professional instruments in the process
- Professional behaviour for the career agents