



# Securing and sustaining employment

**Develop the skills and strategies to support your clients to start and sustain work.**

## Group booking options:

**Delivery:**  
Face-to-face  
Remote

**Participants:**  
8 to 12  
8 to 12

**Duration:**  
Full day  
5 hours (over two sessions)

Give every candidate the chance to find a job that's right for them

Improve your in-work support capability to apply tailored solutions

*Find out how you can work with employers to create job opportunities and adjust recruitment processes.*

*Not all candidates fit neatly into existing job vacancies and recruitment processes so these skills are vital when working in employment services.*

*The ability to help someone successfully start and sustain employment has many benefits - for your clients, for your service and also for your employer partners and the relationships you have with them.*

## What you'll learn

- Adjustments to the recruitment process and how these can help individuals
- How to support individuals to make informed choices about disclosure
- Support individuals may need on or before their first day at work
- Key elements of the job coach role
- Task analysis, when and how to use it
- Training methods
- Workplace adjustments to help individuals with disabilities
- Job carving, job stripping and job developing
- Key factors of maintaining performance and fading out support

## Who this course is for

Those working with individuals to find or retain employment, such as supported employment teams, welfare-to-work/supported internship providers or employment support coaches.

*Lots of comprehensive information about supported employment and the Job Coach role via a range of activities. It was really useful to meet with others working to develop supported internships.*

**Nick**, North Yorkshire County Council

## Course summary

This course is designed to provide delegates with the skills and knowledge to be able to support individuals to secure the right job opportunity, prepare for work and to be successful in their job role.

We will look at how recruitment processes can be adjusted, the issues around disclosure of sensitive information and the practical help people need after a job start – as well as for their first day at work.

We'll examine the job coach role, and of the "place, train, maintain and fade" approach. Plus the techniques a job coach can use to increase the chances of a person sustaining employment.

The course pays particular attention to different types of job carving, which allow a role to be

shaped to suit a person's strengths – while reducing the struggles they may have with certain tasks.

We also explore workplace adjustments and how to ensure competent performance is maintained, before support is faded out.

Your organisation will get a summary of feedback, to show the course's impact and to identify any further learning needs.

The course has been developed in line with the Training Accreditation Programme methodology, an industry-recognised standard which structures training and embeds learning effectively.

## About us

Our expert team have been delivering workplace training to organisations from all sectors for decades, helping to shape culture and inclusivity of workplaces across the UK. We specialise in helping both employers and employees to develop the knowledge, confidence and capacity to effectively support colleagues and individuals

with a disability or health condition.

All our training is delivered by a team of experienced consultants, who have extensive knowledge and a practical understanding of workplace issues.

## Get in touch

To book, for more information or for a tailored quotation, contact us:



**0300 456 8113**



**training@healthmanltd.com**