AWARENESS 4CHANGE

Co-funded by the Erasmus+ Programme of the European Union

Module III: Promote knowledge about disability

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Exercise: The Circle of trust

1. Choose 5 of your „go-to“ people at work/school/another group – think of them as your inner circle – the people you consider trustworthy and whose counsel you seek in making decisions
2. Create 9 columns on a piece of paper

Names	Gender	Sexual orientation	Race/ ethnicity	Age	Education level	Nationality	Ableness	Native language

Exercise: The Circle of trust

3. Now place a tick [x] in the first column: gender. Place a tick for everyone that defines themselves as the same gender as you
4. Contine with the same for all of the columns (e.g. if you are heterosexual and the people you trust also are then you should have an [x] in that whole column)
5. Reflection

Know your team – different people, different skills

Diversity

- Respect and appreciation for differences
- Covers the full range of similarities and differences that each individual brings (e.g. national origin, language, skin color, disability, gender, religion, sexual orientation, etc.)

Inclusion

- Is a state of being valued, respected and supported
- Recognizing the needs of the individual and creating conditions so that each person can reach their full potential

Inclusive diversity

- Promoting inclusion that leads to diversity in the workforce
- Set of behaviors that encourage collaboration in a diverse group

Diversity management

short introduction

- Support, encourage and use differences to the advantage of the company
- Is a tool to position the company well in the market and increase corporate profits
- It's not about being 'politically correct'; it's about building an organization rich in talent, capability and perspective to solve complex, multifaceted problems

Diversity management

Benefits of diversity management

Innovation:
Diversity ignites

Staff:
Diversity binds

Marketing:
Diversity attracts

Costs:
Diversity saves

Diversity management

Interactive unit

Does your company have a diversity comitee? (Yes No)

Who is responsible for diversity in your company?

- Managing Director
- Board
- HR department
- Head of department

Tip: In the manual you will find references to checklists that can support the introduction and implementation of diversity management

Diversity management

What makes diversity management successful? What is important?

- Binding Corporate Governance
- Engaged workforces
- Holistic diversity strategy
- Clear business focus
- Sufficient capacity

Conclusion : DiM can only work if all employees are involved and trained

Diversity management

Relation on the issue of disability

Think of disability not as a deficiency, but as another demographic characteristic

Strengths and weaknesses profiles

creation using IMBA

requirements

capabilities

Comparison and determination of need for action

design of the requirements

promotion of skills

70 features:

- body posture
- body locomotion
- body part movement
- information
- complex characteristics
- environmental influences
- work safety
- work organization
- key qualification

Strengths and weaknesses profiles

Use by the example of 'JobCarving'

Job carving is the targeted internal **search for** mostly simple **individual activities** and their **compilation** into a new job profile suitable for the employee

Result: Creation of a new job that exactly matches the skills of a specific person

win win situation

Strengths and weaknesses profiles

Job carving case study

- New **employee with disabilities in the dental laboratory**
- Should relieve a colleague; However, the area of responsibility was too extensive → **excessive demands**
- **Restructuring of the work area**
  - Simple, easy-to-manage tasks (e.g. general tidying up and cleaning work) are no longer carried out by both employees, but primarily by the new employee
  - Result: relief for colleagues and avoidance of ineffective overlaps
- **Familiarization** with other areas of responsibility was put into marginal working hours, since things are quieter then

Creation of an integrative workplace

- Get advice before hiring
- Review of funding opportunities and grants
    - In the form of aids or personal support
– Consideration of individual needs

Creation of an integrative workplace

Possible barriers, possible solutions

Possible barriers	Examples of proven solutions
Spatial barriers: - Horizontal: paths, corridors, movement areas - Vertical: thresholds, stair lifts - Fixtures (3D): Furniture	- Disabled parking near the entrance - Mark landings - Sufficient door widths and movement areas for walkers and wheelchairs - Disabled toilets - Automatic door openers/closers - Parking spaces and holders for tools

Creation of an integrative workplace

Possible barriers, possible solutions

Possible barriers	Examples of proven solutions
Information and communication barriers	- Create an accessible website - Offer employee information barrier-free via various channels

Creation of an integrative workplace

Possible barriers, possible solutions

Possible barriers	Examples of proven solutions
social barriers	- Eliminate prejudices, sensitize for subliminal exclusion - Sensitize teams, train special contact persons - Involve the specialist services of the employment agency and the integration offices

Creation of an integrative workplace

Possible barriers, possible solutions

Possible barriers	Examples of proven solutions
Tactile barriers: - handles - surfaces	- Make the surfaces of the floors even (without steps and thresholds), but not too smooth - Install door handle heights below 1 meter and horizontal handle stands for employees using a wheelchair

Creation of an integrative workplace

Possible barriers, possible solutions

Possible barriers	Examples of proven solutions
optical barriers - lighting - colour - font - Mark	- attach acoustic signals in addition to visual signals for visually impaired people - Change font size and color design of signs, create high-contrast signage - Have magnifying glasses ready - Braille signage and handrail - Set up screen readers and Braille displays for PC workstations

Creation of an integrative workplace

Possible barriers, possible solutions

Possible barriers	Examples of proven solutions
acoustic barriers - signals - tones	- For people with hearing impairments, attach visual signals in addition to the acoustic ones (light signals for doorbells, incoming calls and warnings) - Avoid noise and sensory overload

Communication strategies: employer, employee

Five tips for appreciative communication

Tip 1: A disability is not a topic for small talk

Tip 2: Focus on strengths

Tip 3: Ensure a successful onboarding

Tip 4: Encourage the formulation of needs

Tip 5: Offer to help

www.hrsolutions-uk.com/hr-services; Managing Diversity in the Workplace - YouTube;

Communication strategies: employer, employee

Dos and donts

Tips	Use	Do not use
Emphasize abilities, not limitations	Person who uses a wheelchair	Confined or restricted to a wheelchair, wheelchair bound
	Person who uses a device to speak	Can’t talk, mute

communicating-with-people.pdf (cdc.gov)

Communication strategies: employer, employee

Dos and donts

Tips	Use	Do not use
Do not use language that suggests the lack of something	Person with a disability	Disabled, handicapped
	Person of short stature	Midget
	Person with cerebral palsy	Cerebral palsy victim
	Person with epilepsy or seizure disorder	Epileptic
	Person with multiple sclerosis	Afflicted by multiple sclerosis

communicating-with-people.pdf (cdc.gov)

Communication strategies: employer, employee

Dos and donts

Tips	Use	Do not use
Do not use offensive language	Person with a physical disability	Crippled, lame, deformed, invalid, spastic
	Person with an intellectual, cognitive, developmental disability	Slow, simple, moronic, defective, afflicted, special person
	Person with an emotional or behavioral disability, a mental health impairment, or a psychiatric disability	Insane, crazy, psycho, maniac, nuts

communicating-with-people.pdf (cdc.gov)

Communication strategies: employer, employee

Dos and donts

Tips	Use	Do not use
Emphasize the need for accessibility, not the disability	Accessible parking or bathroom	Handicapped parking or bathroom
Avoid language that implies negative stereotypes	Person without a disability	Normal person, healthy person
Do not portray people with disabilities as inspirational only because of their disability	Person who is successful, productive	Has overcome his/her disability, is Courageous

communicating-with-people.pdf (cdc.gov)

Exercise: Testimony and Discussion

Questioning unit Employees with disability

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