EMPLOY Abilities

A comprehensive, private-pay employment training program for job seekers living with a developmental disability

Contact The Whole Person’s Employment Department for information!

816-561-0304
thewholeperson.org/EA
EmployAbilities is a three-stage, eight-week, comprehensive private-pay employment training program, created by The Whole Person. The program’s goal is to provide young job seekers (minimum age 18) living with a developmental disability an opportunity to refine their working and job-seeking skill sets. While EmployAbilities will focus on training in the TWP Catering Kitchen, students will acquire skills that will serve them in any employment environment where they have an interest in working.

**STAGE One** (M-W-F 9am-Noon) Fee: $215

“Working with your disability” is a two-week classroom introduction to all things employment. The focus will be on evaluating each student’s goals and challenges and constructing a custom-designed portfolio binder designed to maximize the individual’s opportunities, options, skills and abilities. Portfolios will showcase what each student has learned and accomplished over the eight-week course and what tasks they are capable of performing.

**Two weeks of classroom instruction with focus on:**
- **Organizational Skills**: Goal planning, structured supports, time management.
- **Life Skills**: Personal hygiene, laundry, workspace management.
- **Advocacy**: Effective communication, building rapport in the workplace, emotional regulation and problem solving.
- **Professional Portfolio**: Each student will leave the program with a binder outlining their skills, accomplishments and qualifications, including photos, a cover letter, and a resumé.
STAGE Two  (2 groups; M-W 8am-1pm or T-Th 8am-1pm with alternate Fridays) Fee: $215

“In The Kitchen” is a practical, hands-on apprenticeship that will teach each student what it means to have a job. While students will work in a kitchen environment, students will learn best practices in a number of employment disciplines including workplace attitude and motivation, working with others and working for a boss. Students will gain valuable kitchen skills and receive a food handler’s card at the end of this stage. The job skills they learn in stage two will benefit the student in a wide range of work environments.

Five weeks of work experience in a catering kitchen:

• Students will learn to be a “Brand Ambassador” by helping to sell and market TWP Catering at every delivery through interactions with customers.
• Students will receive a food handler’s permit (for food service safety and sanitation) at successful completion of the program.
• Students will learn food production and presentation in a commercial-style catering kitchen.
• Students will gain the ability to process written as well as verbal instructions.
• Students will get experience working individually and on a team to accomplish daily production tasks.
STAGE Three (M-W-F 9am-Noon) Fee: $215

“Putting The Pieces Together” In this final stage, students will merge the classroom instruction and apprenticeship. Students will begin to prepare for the really big step, the job search:

- One week of job search training with the TWP Employment Team.
- Completion of the food handler’s permit.
- Completion of the professional portfolio.
- Mock interviews.
- Meetings with actual employers.
- Graduation ceremony.

STAGE Four (Optional - fee and times vary)

Students will have the opportunity to meet weekly with a professional Employment Specialist for assistance with interviewing, job leads and job coaching supports. Students and parents will be introduced to various options for job searching, including State Vocational Rehabilitation as well as private-pay options.

For information about EmployAbilities, contact The Whole Person’s Employment Department at 816-561-0304
3710 Main Street, Kansas City, MO 64111
816-561-0304 • thewholeperson.org