



## Micro-Learning Workshop: Disability Awareness Training

The HIRE for TALENT project aims to increase employers' capacity to hire people with disabilities to promote an inclusive Canadian workforce.

### Micro-Learning Workshops: Disability Awareness Training How to do it!

#### DEFINE

1. Choose a tool from the HIRE for TALENT Toolkit, and read it twice. (Yes, please read it twice.)
2. Decide on a place and time for the session. Try to imagine how the training will proceed.
3. Identify and list all stakeholders (e.g., employees, suppliers, customers, managers,).

#### PLAN

4. Estimate the number of participants available for training.
5. Prepare workshop content (sequence of activities: see example below).

#### IMPLEMENT

6. Invite employees and have them confirm their attendance.
7. Prepare materials for the participants, and organize the training room.
8. Deliver interactive training based on your objectives.
9. Survey the participants.

Disability awareness training will bring participants to sustain inclusive and diversified workplaces.



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HIRE for TALENT has made every effort to use the most respectful words possible while writing these materials. We realize, however, that the most appropriate terminology may change over time. We developed these materials with the intent to respect the dignity and inherent rights of all individuals.



# Micro-Learning Workshop #1:

## What is Disability?

[DURATION: 60 minutes]

**NOTE: Awareness Disability Training** in the workplace gains from the participation of all employees.

**1** [5 min.] Welcome the employee-learners, give credit to collaborators, provide a brief workshop overview.

**2** [15 min.] Quiz #1 from “What is a Disability?” Each participant gets a copy. In some instances, it may be adequate to read out loud each question. Share this task with volunteers. Allow employees time to answer the questions, individually or in pairs.

**3** [Optional 10 min.] Ask participants if they were surprised by any of the questions or had difficulty answering any of them. If you chose this strategy, encourage discussions about each question, but don’t give out the answers right away!

**4** [10 min.] Share good answers. Read each question out loud and provide answers: Observe reactions, answer questions, and encourage discussion around each issue. (At any time, you can say: “OK, that’s good. Let’s move on to the next question, shall we?”)

**5** [15 min.] Info-sheet for Quiz #1: Choose the first of the info-sheets. You and volunteers read out different sections of the info-sheet, and participants share their thoughts.

**6** [15 min.] Survey participants and conduct a “reflective sharing process” (RSP): Ask the employee-learners to share their experiences. Say, “Would someone like to share a 1-2 minute testimonial about Inclusion and diversity?” or “What was the most illuminating thing about this information?”

**TIP:** If you have more questions than answers, consider this is to be very positive. It shows that your participants are interested and that there is much knowledge to be gained. It also increases the probability that you will have other workshops!

**NOTE:** Use “Challenge questions” when planning micro-learning disability awareness training. Challenge questions can be found at each tool of the HireForTalent.ca website. Please consult TERMS of USE on HireForTalent.ca before using this content or its methodology.

### Continued Workplace Training

- If you communicate with your employees via email, insert an excerpt or reference a sentence from the micro-learning workshop.
- If you use billboards or newsletters, indicate when the next training session will be.
- If you hold regular technical training sessions, share some information from the HIRE for TALENT website.



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