

## Hire Up Session 14

Green Mountain Self-Advocates has planned this series of Hire Up meetings to provide peer support to individuals who are unemployed or underemployed. The purpose of the group is to practice self-advocacy skills, explore individual dreams for employment, share experiences, explore the barriers to employment, get to know each other, and provide support to one another.

**Set up:** This meeting set up is for 12 people or less. It works best if you sit at tables. Arrange tables to allow for an open space for group activities. Snacks need to be provided.

**Time:** Two hours

**Materials:** Sign in sheets, markers, flip chart, folders, calendars, Tips for Using a Planner poster

**Teaches participants:** To prioritize tasks and to use a planner

**Note To Trainers:** Before the meeting the trainers need to practice this workshop and decide who will be teaching each section. Write the name of the trainer on the blank line before each part in the script. The instructions on what to do are in black and suggestions of what to say are in red. We strongly recommend that you use your own words and try not to read from the script. It is better to speak from your heart. Reading from a script can sometimes sound boring.

## Getting started:

As people arrive all the trainers should say hello and introduce themselves. Make people feel welcome. Give a new participant a folder.

## Check in and Group Agreements

*30 minutes*



\_\_\_\_\_ My name is \_\_\_\_\_ I would like every one to introduce themselves and tell the group what has been going on with them around the goal they set the last time we met.



\_\_\_\_\_ We have been meeting for quite a few weeks so I will only remind people of the Group Agreements we follow.



\_\_\_\_\_ For Check in, I would like you all to speak to how you keep track of what you need to do today, this week, month...

## Activity: Day Planner

Reference: Organize Your Time With a Day Planner by Grace Fleming. <http://homeworktips.about.com/od/timemanagement/a/planner.htm>



\_\_\_\_\_ Here are “Tips for Using a Planner”

1. **Pick the right planner.** How many of you have a planner already? Great. Let’s look at it. Choosing a planner is the first step. Take your time. What size do you want? What info do you want in it? Stay away from planners with locks and zippers. They will annoy you after a while.

Here are some different types of planner pages. It is important to pick one that will work for **you**.

2. **Name your planner.** That may sound foolish, but you are more likely to remember something with a name. Name it anything you want, it doesn't matter. You don't have to say it out loud or tell anyone else if you don't want to.

3. **Make your planner part of your daily routine.** When does it make the most sense for you to look at your planner: At night before you wrap up a day or in the morning to plan for the day? Carry it with you all the time. It doesn't do you any good at home. Use it!

4. **Take the time to write things down immediately. Don't put it off.** **Why?** you'll forget or get the info mixed up, you will be able to check with the person before they leave

5. **Backward planning-** That is when write a due date in your planner and then back up a few days or a week and write a reminder that the due date is coming. Let's try that. We know the July Parade is on July 3. Open to that page. Put "parade" in at 6:00. Now back up a week to June 26 and write "parade in 1 week." That is backward planning.

6. **Write everything in your planner.** Name some things you do during the week? Play ball, date, shopping, work... Put them all in so you don't get yourself too crammed with things to do. How do you feel when you are rushed or not sure you have enough time?

7. **Keep old pages.** Why could that be important?  
Sometimes you will need to look back.

8. **Brain Dump-** Have you ever had an idea or a thought and then you lose it? If you have a place in your planner to write down your thoughts or ideas, you won't be so frustrated when you can't remember. You can look it up! Some people carry little tape recorders for this purpose.

9. **Master List-** What do you think this is? A master list of all the things you need to do. You might not need to do it today, but it needs to get done. You might not have a due date for it. Use the Master List to make up your daily "To Do" list.

10. **"To Do" list-** What do you **need** to get done **today**?  
Have a place to write it down.



\_\_\_\_\_ Take some time now to write down all the things you are doing this week. We are all here to help each other.

### **ACTIVITY: Story Time**

*30 minutes*

**Goal:** To share a story of an advocate who is employed  
To discuss the advantages of working

**Materials:** a copy of the "Story of the Week" for everyone

## Directions:



\_\_\_\_\_ We are going to read this story about \_\_\_\_\_ . Who would like to read the story loud and clear?

Encourage the person you choose to read the story loudly, slowly, and clearly.

Then, lead a discussion using the focus questions on the story.

## Evaluation

*5 minutes*



\_\_\_\_\_ Time to go already! We have one last thing for you to do. Your ticket out is the evaluation form.

We'll go through this process with you.

I had a chance to speak freely.

Circle: yes                      not sure                      no

I learned something about myself today.

Circle: yes                      not sure                      no

I got to know another person better today.

Circle: yes                      not sure                      no

Lots of ideas were shared.

Circle: yes                      not sure                      no

I know what I need to do during the week.

Circle: yes                      not sure                      no