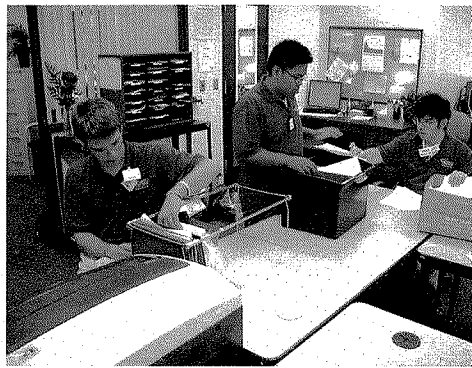
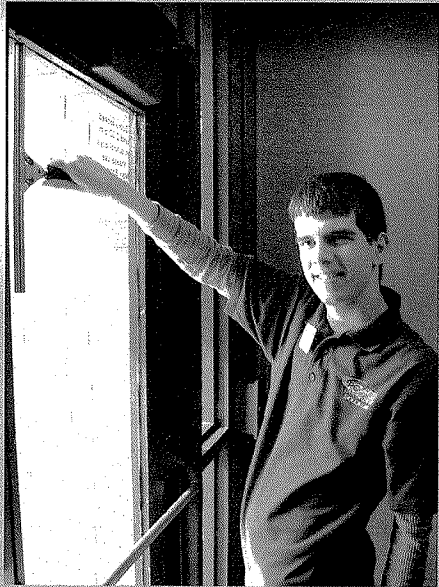


Polaris Career Center

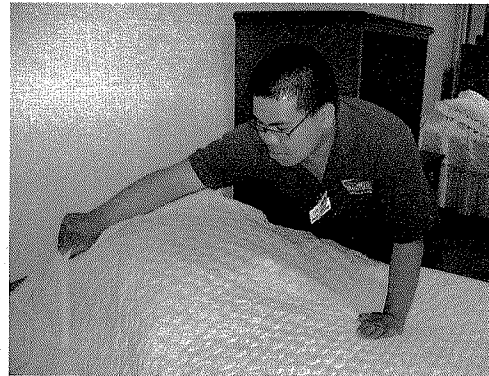
Polaris combines
real world
career-technical training
with related academics
and employability skills.



Polaris Career Center

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Employability Skills Lab



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What is the Employability Skills Lab?

The Employability Skills Lab provides instruction and opportunities for students who require support to learn specific work skills, work behaviors, and self-help strategies. This program targets high school students who are 17 – 22 years old with cognitive and/or multiple disabilities.

A current IEP reflecting community-based employment as a reasonable outcome, either in a competitive or supported employment setting, is required. Also, students need to be able to complete simple vocational tasks without prompting and display the ability to work without supervision on selected tasks or jobs.



Social Skills at Work

- *Personal Social Skills: Dependability, grooming, personal hygiene, and self-control.
- *Initiating Social Skills: Greeting others, asking for help, apologizing, and giving compliments.
- *Responsive Social Skills: Listening before responding, following directions, handling criticism, and dealing with anger.

Scripted Vocational Role Plays

*Carefully crafted role plays provide an effective and relevant means of teaching work-related social skills. Follow-up activities and assessments will be used in this portion of the program.

Job-Related Social and Self-Management Skills

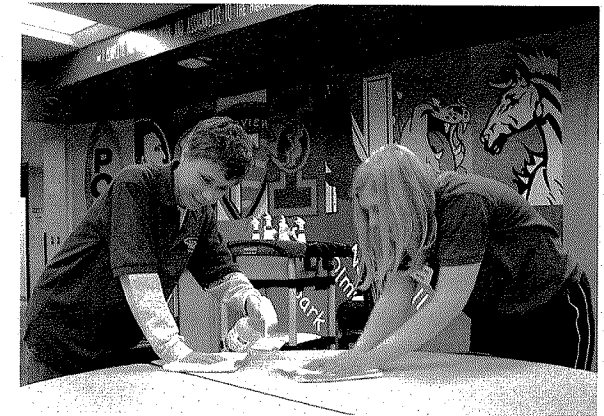
*Students will learn problem-solving, self confidence, advocacy skills, accepting responsibility, and self-examination of their strengths and weaknesses.

Stations

Various work stations are used on a rotating basis in the lab area. These stations are designed to build both fine and gross motor skills, as well as problem solving skills. Computer stations are used in data entry, order processing and other technology driven employment programs.

Conversation Skills

*This portion of the program will provide basic conversation skills to students. Students will learn how to initiate appropriate social interactions in the work place. As students advance in this portion of the program they will learn how to remember names, develop friendships at work and the community, and extend conversations beyond a one answer response.



Employability Skills Lab (ESL) Prerequisites

Students entering Employability Skills Lab will naturally have a wide variety of skills, ability levels, and vocational experience. While that is expected and encouraged, in order for students to be safe and effective in this environment, some skills must be in place.

All students must schedule at least one shadow visit prior to acceptance.

1. Maintain a 90% attendance rate
2. Be able to use the restroom independently
3. Be able to put on rubber gloves, aprons, or other safety equipment (and remember to wear necessary equipment each day for each specific job)
4. Be able to stay on task for at least 10 minutes without redirection
5. Be able to be safely left without a direct supervisor for 10 minutes or more, when in a familiar location
6. Able to independently communicate through verbal language or augmentative communication
7. Ability to demonstrate basic safety rules and procedures (i.e., learn how to avoid touching dangerous equipment when instructed, not wander off with strangers, etc.)
8. Be able to learn how to be directed by several different people
9. Shower, brush teeth, and wear clean "Polaris" uniform clothes each day
10. Demonstrate appropriate hygiene behaviors regarding clean hands, handling congestion, etc.
11. Be able to navigate the entire Polaris building on a daily basis
12. Be able to increase speed on the job when directed
13. Be able to work for 1 full hour without a break
14. Make corrections to work when directed by a supervisor
15. Be able to communicate frustration without aggression, profanity, or yelling
16. Be able to participate in theory lesson role-plays and activities