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ACCESSING SUPPORT & ADJUSTMENTS DURING THE RECRUITMENT PROCESS

TRAIN THE TRAINER
DELIVERY NOTES



'Adjustments' Workshop

Delivery Notes

The workshop is designed to be interactive with the delegate working together in small groups. The room should be set up cabaret style with delegates working in groups of 4-5.

The trainer will present using a power point presentation.

Flipchart
Flipchart pens

Duration: 2 – 2 ½ hours

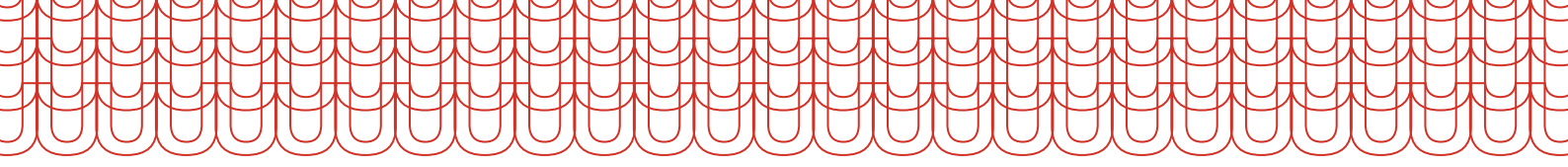
Workshop objectives

This workshop is designed to enable students who have a disability or health condition to request the support and adjustments that they require in order to be able to demonstrate their full potential during the recruitment process.

Research has shown that students do not want to disclose their disability to an employer and find asking for adjustments, particularly where a cost is involved, incredibly difficult. However, if they do not ask for the support they require they will potentially hit an unintended barrier in the recruitment process and be rejected for a role that they are more than capable of doing.

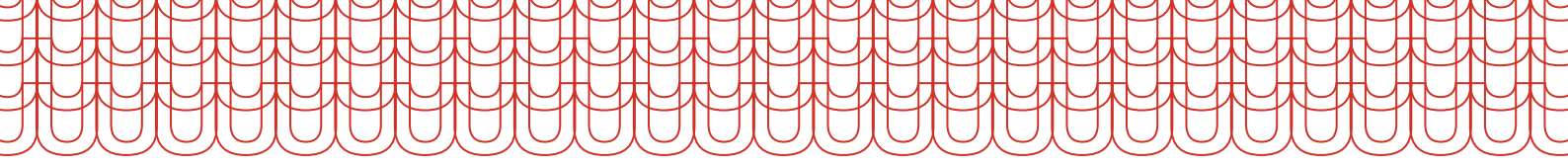
Working out what support they require and how to request it will make the who process of requesting adjustments and obtaining the support they need much easier.

See next page for more



Time	Slide 1: Welcome/Intros	Trainer	Delegates
	<p>Purpose of workshop</p>	<p>The purpose of this workshop is to request the support and adjustments that you require during the recruitment process in order to be able to demonstrate your full potential and suitability for the job.</p> <p>Everyone here today either has a disability or health condition and many of you will be finding it difficult to work out what support you need during the recruitment process and to then ask an employer for this.</p> <p>However, if you don't request the support you need, you will potentially be rejected for a role that you are more than capable of doing simply because you weren't able to demonstrate your full potential.</p>	
	<p>Outcome of the workshop</p>	<p>By the end of the workshop, the aim is that you will understand more about the purpose of adjustments during the recruitment process, to have started to think about what you may need, and to feel more confident to request these.</p> <p>Just to emphasise, today we are focused on support and adjustments during the recruitment process, as opposed to the workplace.</p>	
	<p>Privacy</p>	<p>Whatever is discussed today is confidential and it is</p>	

See next page for more



Time	Slide 2: Introduction Video	Trainer	Delegates
	Introduction Video	Before we start today's workshop, we have a short video message from Helen Cooke; Director and Founder of MyPlus.	

Time	Slide 3: Agenda	Trainer	Delegates
	Agenda	Talk through the agenda for the session by following the points on the slide.	

Time	Slide 4: The purpose of adjustments	Trainer	Delegates
	The purpose of adjustments	<p>As you know, this session is all about support and adjustments during the recruitment process so let's start by thinking about what the purpose of an adjustment is. Why does an employer offer to make adjustments?</p> <p>Ask the delegates: why do you think an employer wants you to disclose?</p>	
	Feedback	Listen to the answers / input.	Gain feedback from the delegates

To access the full version of the toolkit, sign up to the Universities' Club [here](#)