



APPLYING WITH A  
DISABILITY:  
ACCOUNTING  
FOR DIFFERENCES IN  
YOUR APPLICATION

TRAIN THE TRAINER  
DELIVERY NOTES



# 'Applying' 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

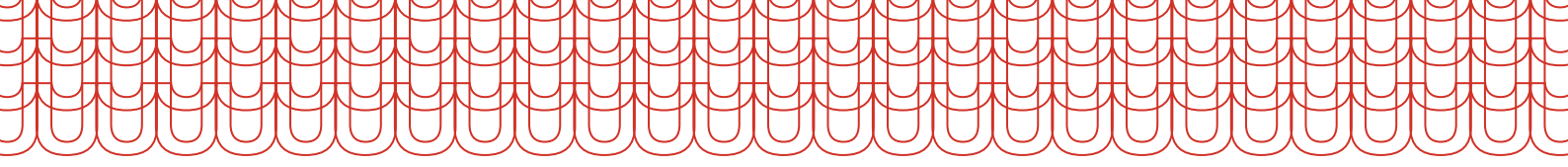
This workshop is designed for students who have a disability or health condition to enable them to feel comfortable and confident when informing an employer about their disability and when explaining mitigating circumstances.

The focus is on informing an employer before / during the recruitment process as opposed to once an individual has joined the organisation.

## Preparation

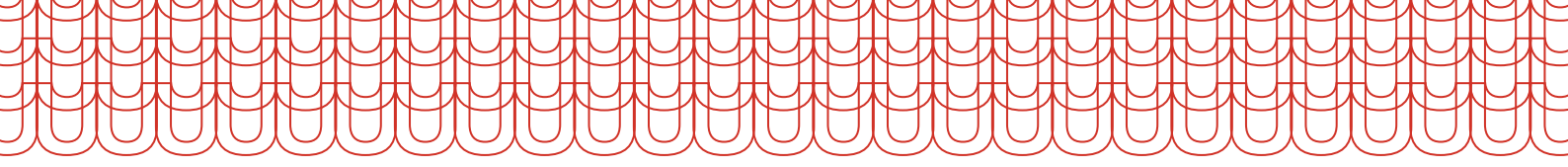
It is recommended that you run through the preparation ahead of delivering it to delegates. As well as familiarising yourself with the content, it will also familiarise you with the animation on the slides and when to 'click' through to the next bullet point or next slide.

See next page for more



Time	Slide 1: Welcome/Intros	Trainer	Delegates
	<b>Purpose of workshop</b>	Everyone here today either has a disability or health condition and that the purpose of the workshop is to enable you to feel comfortable and confident to inform an employer, when you apply to them, about your disability and /or mitigating circumstances that you wish to be taken into consideration.	
	<b>Outcome of the workshop</b>	By the end of the workshop, not only will you feel. More confident to inform an employer you will also have written statements that you can include on your CV, in your covering letter or on your application form.	
	<b>Privacy</b>	<p>Whatever is discussed today is confidential and it is requested that the details of the workshop are not discussed outside of the delegates who are here today; and specifically, any personal information that is shared should not be discussed outside of today.</p> <p>Reassure the delegates that they will not be asked to disclose or discuss anything that they don't wish to.</p>	
	<b>Invite questions</b>	Have a flipchart entitled 'Questions' and capture initial questions on post it notes. Invite students to add post it notes throughout the workshop if they have questions.	
	<b>Introductions</b> <i>5 minutes</i>	Aim to keep them brief; ask delegates to share:	If you have time

**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: Differences and concerns	Trainer	Delegates
	Differences and concerns	<p>When it comes to telling a potential employer who you are wishing to impress about a disability, mitigating circumstance or anything else that is a bit different, it's only natural to feel concerned.</p> <p>Ask: I am presuming the fact you are here today implies that you do have some concerns about disclosing; is that correct?</p> <p>And before we can overcome these concerns, I thought it would be a good idea to explore them. So let's start</p>	

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