



HOW TO DISCLOSE A
DISABILITY AND THE
BENEFITS OF DOING SO

TRAIN THE TRAINER
DELIVERY NOTES

*My***PLUS**⁺
UNIVERSITIES'
CLUB



'Disclosure' 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: 45 – 60 mins

Workshop objectives

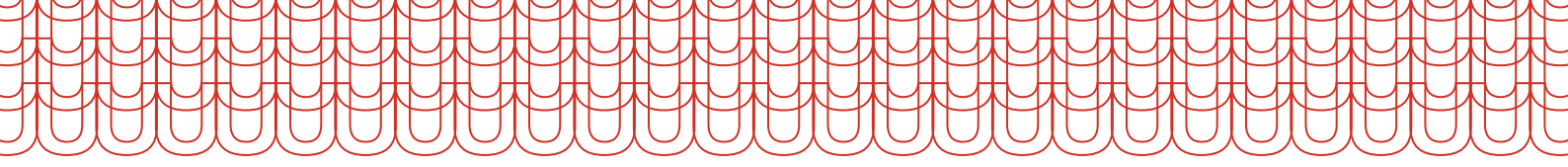
This workshop is designed for students who have a disability or health condition to enable them to feel comfortable and confident when informing an employer about their disability and requesting the adjustments and support they require during the recruitment process.

The focus is on gaining adjustments and support during the recruitment process as opposed to once an individual has joined the organisation and needs to request support / adjustments in the workplace.

Preparation

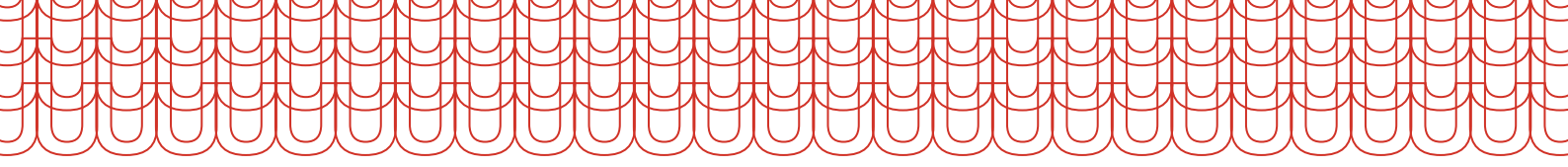
It is recommended that you run through the preparation ahead of delivering it to delegates. As well as familiarising yourself with the content, it will also familiarise you with the animation on the slides and when to 'click' through to the next bullet point.

See next page for more



Time	Slide 1: Welcome/Intros	Trainer	Delegates
	Purpose of How to disclose a disability Workshop	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 in talking to an employer about your disability or rather, requesting the adjustments or support you may need during the workplace.	
	Outcome of the workshop	The focus is going to be disclosing a disability during the recruitment process, as opposed to in the workplace itself however a lot of what is covered will also be relevant to the workplace.	
	Privacy	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. Reassure the delegates that they will not be asked to disclose or discuss anything that they don't wish to.	
	Invite questions	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.	
	Introductions <i>(optional depending on time/</i>	Aim to keep them brief; ask delegates to share:	If you have time you can use this

See next page for more



Time	Slide 4: Disclosure: What is this?	Trainer	Delegates
	Disclosure	As you know, this session is all about 'disclosure' but what are we actually talking about?	

Time	Slide 5: Disclosure: What are we talking about?	Trainer	Delegates
	What are we talking about?	When we talk about disclosure in relation to applying for a job, what are we talking about / what are we referring to?	Gain feedback from the delegates
	Bulleted list of points	Share the points on the slide, one at a time: <ul style="list-style-type: none">• When we talk about 'disclosure' we are simply talking about informing or telling an employer about your disability or health condition in order that you can gain the support / adjustments that you will require.• This occurs both during the recruitment process in order that you can get the support / adjustments that you will need in order to demonstrate your potential / suitability for the role.• And / or once you have accepted or started your	

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