



Westchester Institute  
for Human Development

<https://www.wihd.org>

***Welcome!***

**Community Support Network Transition  
Institute 2022**

# Keating Coaching

Keatingcoaching.net

631-807-5328

## How to be Prepared for Employment Before Graduating HS

**KE**  
**KEATING**  
CAREGIVER COACHING

Empowering the Caregivers of People With Special Needs

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**MY EXPERIENCE:  
MY STORY**

**Business Owner, Nassau and Suffolk**

*Several Hair Salons on Long Island*

**Young Adult Institute, (YAI), Brentwood, NY**

*Senior Direct Service Provider*

**Young Adult Institute, (YAI), Westbury, NY**

*Employment Training Specialist*



**KEATING COACHING 2015**

**SPECIALIZED CERTIFICATIONS:**

**Certified Employment Support Professional (CESP)**

**Certified national certificate of achievement in employment services** joint effort by Griffin/Hammis

**Life/Transition/Integration Specialist: Board certified coach (BCC)**

**Life Coach (CLC) and Certified Life Purpose and Career Coach (LPCC)** by Life Purpose Institute.

**College Coach:** for Asperger and high-functioning autism, certified from Linda Geller Ph.D.

**Young Adult Institute, (YAI),**

**General Human Outreach in the Community Inc. (GHO), Kew Gardens, NY**

**HELP USA Woman's Shelter, Brooklyn, NY**

**NEW HORIZON Counseling Center, Valley Stream, NY**

2 year

6 months

3 ½ year

4 year

**In this covid-19 world moved into the virtual world on zoom**

# GRADUATION DAY



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# HS MINDSET

- Limited way of thinking
- Safety Restrictions
- How are we going to do that
- Ask, What is the worst thing that could happen

# PREDICTORS OF POST-SCHOOL OUTCOMES

- Family involvement
- Working before school graduation

# WARNING STATE SERVICES

- No accountability
- Not heartfelt
- \$
- No time restrictions
- Turnover
- All of it is free

# WORKING WITH THE STATE

- Ask detailed questions
- Question trainings/certifications
- Keep track of time
- Don't hand over control



# EXAMPLE

Good morning Mr. Keating,

It was very nice speaking with you today. Here are the current components that Carly is approved for with [REDACTED]

- Self-Advocacy
- Job Exploration
- Work-Place Readiness
- Counseling on Post-Secondary Education.

As we discussed, we can start meeting with Carly this week via zoom. Just let me know a good time and day and we will forward you over the Zoom information for her to log into the meeting.

We look forward to working with Carly soon,

Thanks again,

# EXAMPLE

**Good morning Mr. Keating,**

Per our conversation yesterday, these are the four services that Carly is approved to receive through Acces VR. These are the official descriptions of each. Next to each service title I have included how many hours Carly is approved for. Due to COVID, these services will be administered online via Zoom. I would like to have the first session be on December 8<sup>th</sup> at 4:15pm if this works for Carly. Please get back to me and let me know if this time and date is possible.

**COUNSELING ON OPPORTUNITIES FOR ENROLLMENT IN POST-SECONDARY EDUCATIONAL PROGRAMS-10 Hours**

To improve employment outcomes and increase opportunities for students with disabilities to access 21st century jobs, it is essential that students and their family members are provided information and guidance on a variety of post-secondary education and training opportunities. These services may include information on course offerings, career options, types of academic and occupational training needed to succeed in the workplace, and postsecondary opportunities associated with a career field or pathways. It may also include advising students and family members on academic curricula, college application and admissions processes, completing the Free Application for Federal Student Aid (FAFSA), and resources that may be used to support individual student success in education and training, to include disability support services. The post-secondary options that should be explored include: • Community Colleges (AA/AS degrees, certificate programs and classes); • Universities (Public and Private); • Career pathways related to workshops/training programs; • Trade/Technical Schools; • Military; • Post-secondary programs at community colleges and Universities for students with intellectual and developmental disabilities; • Identifying and accessing accommodations; and, • Individualized student strategies to support a smooth transition from high school to postsecondary education.

**JOB EXPLORATION COUNSELING-10 Hours**

Job Exploration Counseling is meant to provide students with a variety of opportunities to gain information about careers, the skills needed for different jobs and to uncover personal career interests. Students will identify where they are in the career planning process, complete interest inventories and conduct informational interviews.

# EXAMPLE

## **INSTRUCTION IN SELF-ADVOCACY-5 Hours**

Self-advocacy refers to a student's ability to effectively communicate, convey, negotiate or assert his/her own interests and/or desires. The development of self-advocacy skills should be started at an early age and can include the opportunity for peer mentoring. Self-determination means that students with disabilities have the freedom to plan their own lives, pursue the things that are important to them and to experience similar life opportunities as other people in their communities. It means taking the responsibility for communicating one's needs and desires in a straightforward manner to others. These acquired skills will enable students to advocate for any support services, including auxiliary aids, services, and accommodations that may be necessary for training or employment. A student's mastery and competencies in Self-advocacy skills will be needed in education, workplace and community setting.

## **WORKPLACE READINESS TRAINING TO DEVELOP SOCIAL SKILLS AND INDEPENDENT LIVING-15 Hours**

Workplace readiness traits describe those skills that employers expect from most employees. Workplace readiness skills are the skills and behaviors necessary on any job, such as how to interact with supervisors and coworkers and the importance of timeliness. Sometimes these skills are referred to as soft skills, employability skills or job preparation skills. Learning about these skills enable students to develop and understanding of how one is perceived by others and self-insight. Employers value employees that are able to communicate effectively, get along with others, show flexibility and act professionally. Every job no matter what the technical skill level requires good social/interpersonal skills for someone to be successful at their job.

Have a great weekend.

Best,

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# BEFORE, YOU SAY SO LONG

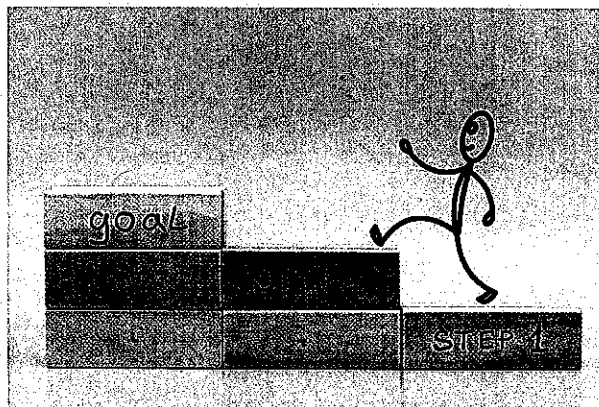
- 3-4 letters of recommendation
- 3 references (email, cell phone, address)
- Document everything vocational
- Other involvement

# THE SECRET SAUCE

- Do you want to work? And why?
- Narrow down your vocational direction.
- Actively pursue
- Set up support and learn to ask for help when needed.

# STEP 7

Take small steps



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# STEP 6

Go after the process of looking for work experience as if there are no concerns or issues



# STEP 5

Stop looking in the wrong places for your  
answers



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# STEP 4

Let the student get used to talking about  
their disability

# STEP 3

## State employment incentives

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# STEP 2

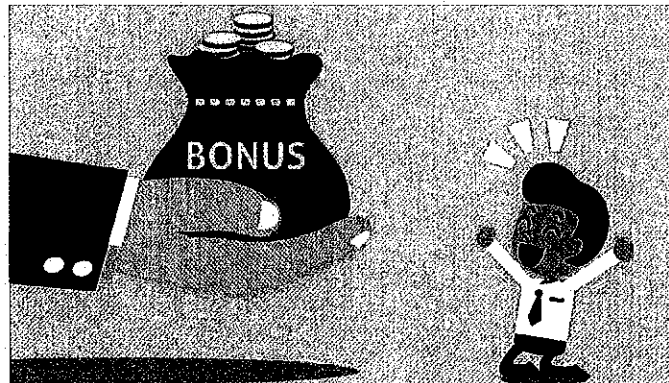
Include how to find a job

# STEP 1

Use time limits

# BONUS

- Reference points
- Learn some strategies/techniques
- Counseling/coach/adviser



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**Necessity is the single most  
important contributor to  
getting things done.**

**It is demands that brings out  
all exceptional qualities of a  
person.**

Try us out  
1 month of 1-1 private coaching sessions for  
~~\$140~~ \$100  
\$35 a Session After

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**KE**  
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