



Trenaya M. Reid, MPA: Workforce Development Manager

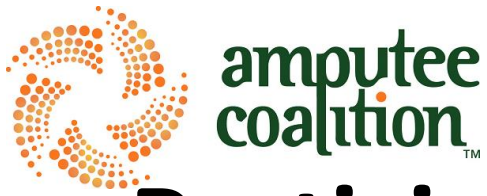
**WORKFORCE**  
DEVELOPMENT PROGRAM



## What Is the Workforce Development Program?

- The Amputee Coalition's Workforce Development Program is designed to assist participants within the limb loss and limb difference community, along with people interested or within the public health workforce, with transitioning back into the workforce or starting their journey into the workforce.
- The Workforce Development Program includes programs and services such as assistance with resume and cover letter writing, workshops and webinars on job-related topics, mock interview assistance, and resources for employers on how to diversify their workplace.





# Participants Eligible for the Program

- Adults experiencing limb loss or limb difference of all ages, including veterans and people who are interested or within the public health workforce.
- Those who are searching for a job/working for the first time.
- Those who have been in the workforce for many years and need assistance with finding a career that accommodates their needs.



## Youth Engagement Program (YEP) Workforce Development Program

- The Amputee Coalition's Youth Engagement Program includes life skills resources, education and training, youth camp, workforce development and mentorship.
- YEP's Workforce Development Program is designed to assist youth participants, aged 15-17 years old, with limb loss and limb difference with career and professional development, as well as starting their journey into the workforce. The YEP Workforce Development Program includes programs and services such as: assistance with career exploration, resume writing, mock interviewing and how to search/apply for internships and summer job opportunities.





# Pre-Requisites for YEP Workforce Development Program

Participants interested in the YEP Workforce Development program will first need to complete the Training Sessions and Resume Completion Form.





# YEP Training Sessions and Resume Completion Form

YEP participants interested in the YEP Workforce Development Program must complete the following:

- Register with [YEP](#)
- Scheduling a 30-minute virtual appointment with the Workforce Development Manager or with a YEP Representative to discuss employment goals.
- Attend three required training sessions within the following topic areas: Career Exploration 101, How to Build a Strong Resume, Mock Interviewing 101, How to Search and Apply for Job Positions, Best Dress and How to Present Yourself within an Interview and How to send thank you notes via email after an interview.
- Create a professional resume and set up a career profile on the career dashboard.
- Send completed resume to the Workforce Development Manager for review at: [workforce@amputee-coalition.org](mailto:workforce@amputee-coalition.org).
- Complete and Return YEP Workforce Training Session and Resume Completion form to: [workforce@amputee-coalition.org](mailto:workforce@amputee-coalition.org).



# Sample Document for YEP Training Sessions and Resume Completion Form

- Participants will be asked to complete the required Career Development Training Webinars

<b>Career Exploration 101 Training Session</b> Date of Completion: _____ Print Name: _____ Signature: _____ Date: _____
<b>How to Build a Strong Resume Training Session</b> Date of Completion: _____ Print Name: _____ Signature: _____ Date: _____
<b>Mock Interviewing 101 Training Session</b> Date of Completion: _____ Print Name: _____ Signature: _____ Date: _____
<b>How to Search and Apply for Job Position Training Session</b> Date of Completion: _____ Print Name: _____ Signature: _____ Date: _____
<b>Best Dress and How to Present Yourself within an Interview Training Session</b> Date of Completion: _____ Print Name: _____ Signature: _____ Date: _____
<b>How to send thank you notes via email after an interview Training Session</b> Date of Completion: _____ Print Name: _____ Signature: _____ Date: _____



# Workforce Development Resources

- Workforce Development Program Webpage
- Resource Articles
- Fact Sheets
- Webinars
- Job Board

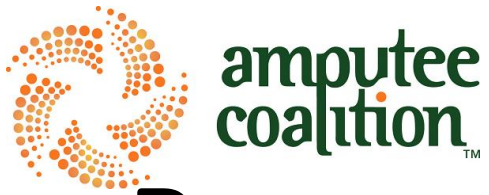




# **Workforce Development Program Webpage (Coming early March 2023)**

The Workforce Development Program webpage provides:

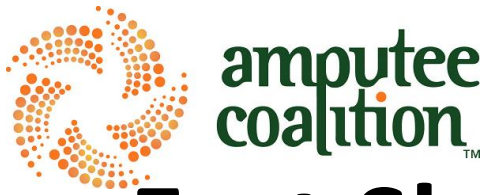
- Overview of Workforce Development Program
- Services Provided under Workforce Development Program, including link to schedule 1-1 meetings with Workforce Development Manager
- Fact Sheets
- Form to Submit Resumes/Cover Letters for Review



# Resource Articles: THRIVE Blog

- Various articles on the Amputee Coalition's THRIVE Blog discuss job-related topics and provide resources related to workforce development
  - <https://blog.amputee-coalition.org/tag/workforce-development/>





# Fact Sheets

- Employment Fact Sheet
  - Resources on programs and organizations available to assist people with disabilities, including veterans, in job training, resume writing, employment searches, and volunteer opportunities
- Hiring Practices for Individuals With Disabilities and Those With Diverse Backgrounds
  - Resources on private, nonprofit, and government resources/programs to assist organizations in diversifying the workplace and hiring people with disabilities
- COVID-19: Returning to Work
  - Resources for private, nonprofit, and government programs to assist organizations and employees with returning to work after the COVID-19 pandemic



# Fact Sheets to Be Released

- Resume and Cover Letter Fact Sheet
  - Provides information from Resume Builder on how to structure and build a resume, in addition to supplying guidance on information to include in a resume/cover letter
- Community Health Workers Fact Sheet
  - Provides information for community health workers and their patients regarding resources for COVID-19 tests, mental health and self-care, increasing health access, and reducing health inequities and diabetes
- Overview of Vocational Rehabilitation and Youth Pre-ETS Program
  - An overview of the services/resources that Vocational Rehabilitation provides, along with resources/services for the Youth Pre-Employment Transitional Services Program

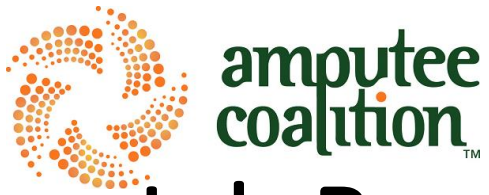


## Webinars

- The Workforce Development Program will be hosting webinars with employers and organizations, discussing job-related topics for employment for people with disabilities and those within the public health workforce.
  - Webinar with AgrAbility
- Self-Employment Within the Agriculture Industry:  
<https://www.amputee-coalition.org/resources/webinar-self-employment-within-the-agricultural-industry/>

The graphic is a vertical orange rectangle. At the top left is the Amputee Coalition logo. Below it, the title "Self-Employment within the Agriculture Industry" is written in white. Underneath the title, it says "In collaboration with AgrAbility (Pudue University)". A paragraph of text describes the webinar: "Join us for this 30-minute webinar which will give a synopsis of AgrAbility and the services that they offer. We will share examples of accommodations that can be used to help farmers/ranchers who have disabilities. Learn how to locate services across the country and how to start an AgrAbility project." Below the text is a calendar icon and the date "OCTOBER 14, 2022 2:00 PM (ET)". A green button with white text says "Register Now". Below the button is a URL: "http://ow.ly/SaVC50K0sVW". To the right of the text is a QR code.





# Job Board

- Amputee Coalition will be launching a new job board platform; where employers and organizations can post open job leads, internships and summer job opportunities for our adult and youth with limb loss/limb difference.
  - Anticipated Launch: Spring 2023





## Upcoming Events for Workforce Development Program

Amputee Coalition Advocacy Forum, April 16-19 in Washington, DC ([Registration](#))

- Training session for workforce development on April 19
  - Overview of Workforce Development Program and services/programs under Vocational Rehabilitation



## **Upcoming Events for Workforce Development Program Continued ...**

Amputee Coalition's National Conference, Aug. 2-5 in Orlando, Florida ([Registration](#))

- 10-15 sessions related to career development
- Job/resource fair



# Possible Topics for People With Disabilities

- Resume/Cover Letter Writing 101
- How to disclose your disability to an employer
- How to use the Job Accommodation Network and how to request accommodations at your workplace
- Preparing for an interview
- How to give an “elevator speech” during an interview



# Survey for Webinars for Job-Related Topics for Individuals With Disabilities

Below is the QR code for the survey





# Workforce Development Program Flyer



## Building Qualified Professionals Is Our Priority

The Workforce Development Program is designed to assist participants (youth ages 15-17, adults, and veterans) within the limb loss and limb difference community with career exploration, transitioning back into the workforce, or starting their journey into the workforce.

### Participants Eligible for the Program



- Adults**  
Of all ages with limb loss/limb difference
- Veterans**  
With limb loss/limb difference
- Public Health Workers**  
Including community health workers, needing information for patients with limb loss/limb difference
- Youth**  
Ages 15-17 years, with limb loss/limb difference

### Services Provided Under the Workforce Development Program

- One-on-one career development meetings with workforce development manager
- Assistance with resume and cover letter writing
- Assistance with mock interviewing
- Fact sheets on job-related topics for people in the limb loss and limb difference community, public health workers, and providers; for participants and employers
- Webinars and events year round on job-related topics for participants within the limb loss and limb difference community, from internal and external partners and employers
- Job board platform for participants and employers/organizations to apply or post job opportunities (coming in spring 2023)
- Career dashboard for the Youth Engagement Program (YEP); for students and employers/organizations to apply and/or post internship and summer job opportunities (coming in spring 2023)

**Amputee Coalition**  
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South Building, Washington, DC 20004

**Contact**  
Toll-Free: 1.888.267.5669  
Website: [www.amputee-coalition.org](http://www.amputee-coalition.org)  
Email: [workforce@amputee-coalition.org](mailto:workforce@amputee-coalition.org)



# Questions?



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*Our core values define how we conduct ourselves:  
Service, Respect, Encouragement, Integrity and Excellence.*