Collaboration: Teamwork and Communication

Staff Structure and Professional Development

Employment Process

High Expectations

Instruction Curriculum*

Intern Selection and Internship Development

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Collaboration: Teamwork and Communication

- High Achieving Sites noted teamwork, collaboration and communication as keys to their success.

"Everyone on the team is committed to the success of the interns; there is not one person on the team who will not pitch in to help no matter the need or situation."

- Bon Secours St. Mary's Hospital,

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Teamwork – What we learned from the HAS teams.

- Strong Steering Committees

- Collaborative on-site teams

- Additional support teams:

  - Managers/co-workers

  - **Business Advisory Committee**

  - Family Involvement

  - Other community teams/groups

Business Advisory Committees

"In North Fulton, we have recruited the CEO and HR Director of the Hospital, the Executive Director of the National Down Syndrome Congress, the CEOs of the Roswell and Alpharetta convention and visitor's bureau and other business leaders. They meet some of our students and create leads for us. ….we have created our BAC to reach out to other types of businesses."

- North Fulton Hospital, Roswell, GA

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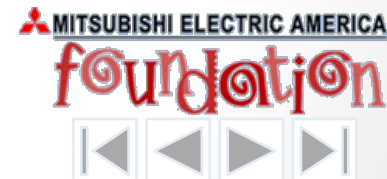
Despite skilled Project SEARCH staff, job developers and job coaches, our challenge was finding jobs with businesses in the community.

We were good at getting students hired at the hospital or the host business and at local small businesses, but couldn't seem to find an "in" with larger companies in our area.

Challenges of getting in with local, large businesses:

1. Getting past the reception desk ?

       How can we meet the people at the top?

2. Marketing Project SEARCH

       What's in it for me?

       Informative and eye-catching materials

3. Fear/Lack of Experience

4. Red tape: Position descriptions, unions, etc.

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What is a Business Advisory Council?

Advisory councils are comprised of people who bring expert knowledge or skills that can enhance an organization.
Advisory councils generally provide recommendations and support to an organization but do not have any governing authority over the organization. They work very closely with the Steering Committee.

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Steering Committee vs. BAC

The Steering Committee is made up of the funding agencies: County, Long-term Support Provider, School District, Vocational Rehabilitation, Business Liaisons, etc.

The Steering Committee for your organization has both power and authority to make decisions. They are the governing board.

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Rules for developing a successful Business Advisory Council

1. Have a clear objective (goal)
2. Put it in writing
3. Look for members that have the expertise that you need
4. Be open to challenges

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Example Objectives

Create awareness about Project SEARCH within the business community.

Improve internships by incorporating knowledge from the business community about opportunities and needed skill areas.

Improve employment outcomes for Project SEARCH interns.

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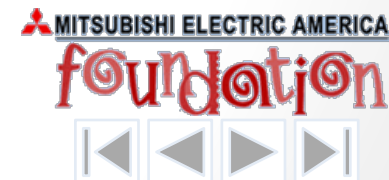
Finding the Right Advisory Council Members

Conduct a SWOT (strengths, weaknesses, opportunities and threats) analysis to understand how a BAC can help where you need it most.

Match various business candidates to those SWOTs for ongoing guidance.

After creating that list, evaluate your list of candidates against the SWOT. Are there gaps? If so, fill the gaps with talent.

Use existing contacts to help uncover trusted candidates that match your criteria.

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The diverse membership can increase the number of employment opportunities available in the business community for individuals with disabilities.

The most successful teams are formed with a specific goal in mind.

Ask yourself, "How might a Business Advisory Council improve our program?

(Do not proceed to develop a BAC until you can answer this question.)
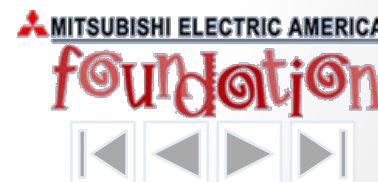
Examples of BAC Responsibilities

Educate community businesses about the program and the hiring of individuals with disabilities through job fairs, networking events, etc.

Act as ambassadors for the program by meeting with colleagues to educate about Project SEARCH and find employment opportunities.

Follow-up with Project SEARCH students once they become employed and gather information that will help promote the business case for employment to other businesses.
Identify new internships based on skills needed in the community.

Identify the need for job modifications, obstacles to placement, and strategies to minimize them.

Identify different ways of looking at jobs and non-traditional hiring settings.

Identify ways to tailor a message to make it appealing to businesses.

Provide feedback to students, through their instructors, on the presentation, resumes, mock interviews and other activities..

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Who has the open jobs in your community?
What skills do they need?
How can we use Project SEARCH to teach those skills and introduce businesses to our talent?

Distribution Center

Retail

Healthcare

Finance

Internship Skills
- Facing shelves
- Checking expiration dates
- Stocking to par level
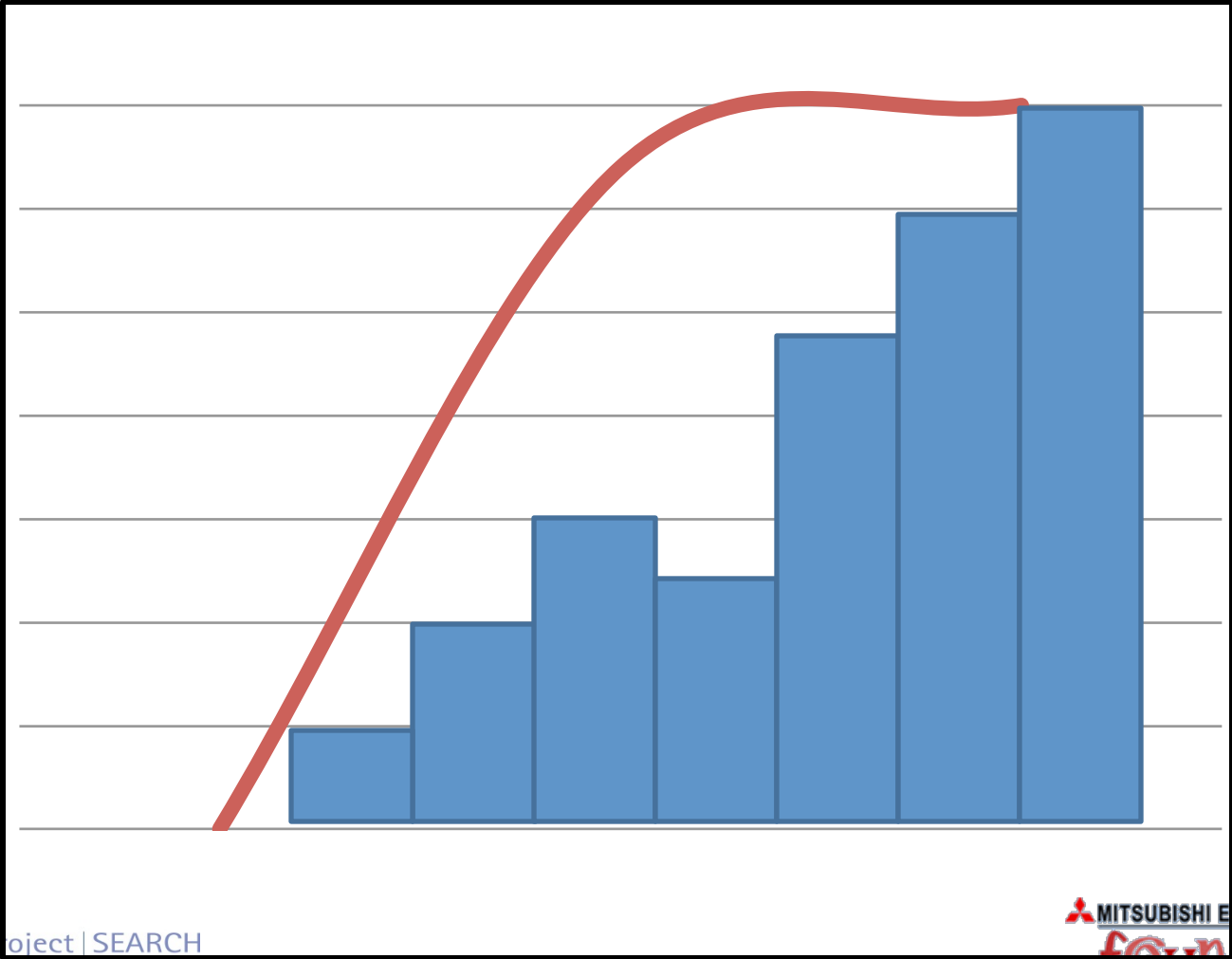- Answering the phone
- Filling orders

Distribution Center

Retail

Healthcare

Finance

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Same Destination, Different Journey

Transporter

All tasks during orientation and probation

Transporter

Retrieve and clean stretchers

Maintain Changing Area

Check oxygen tanks

Maintain waiting area

Deliver contrast

Transport patients

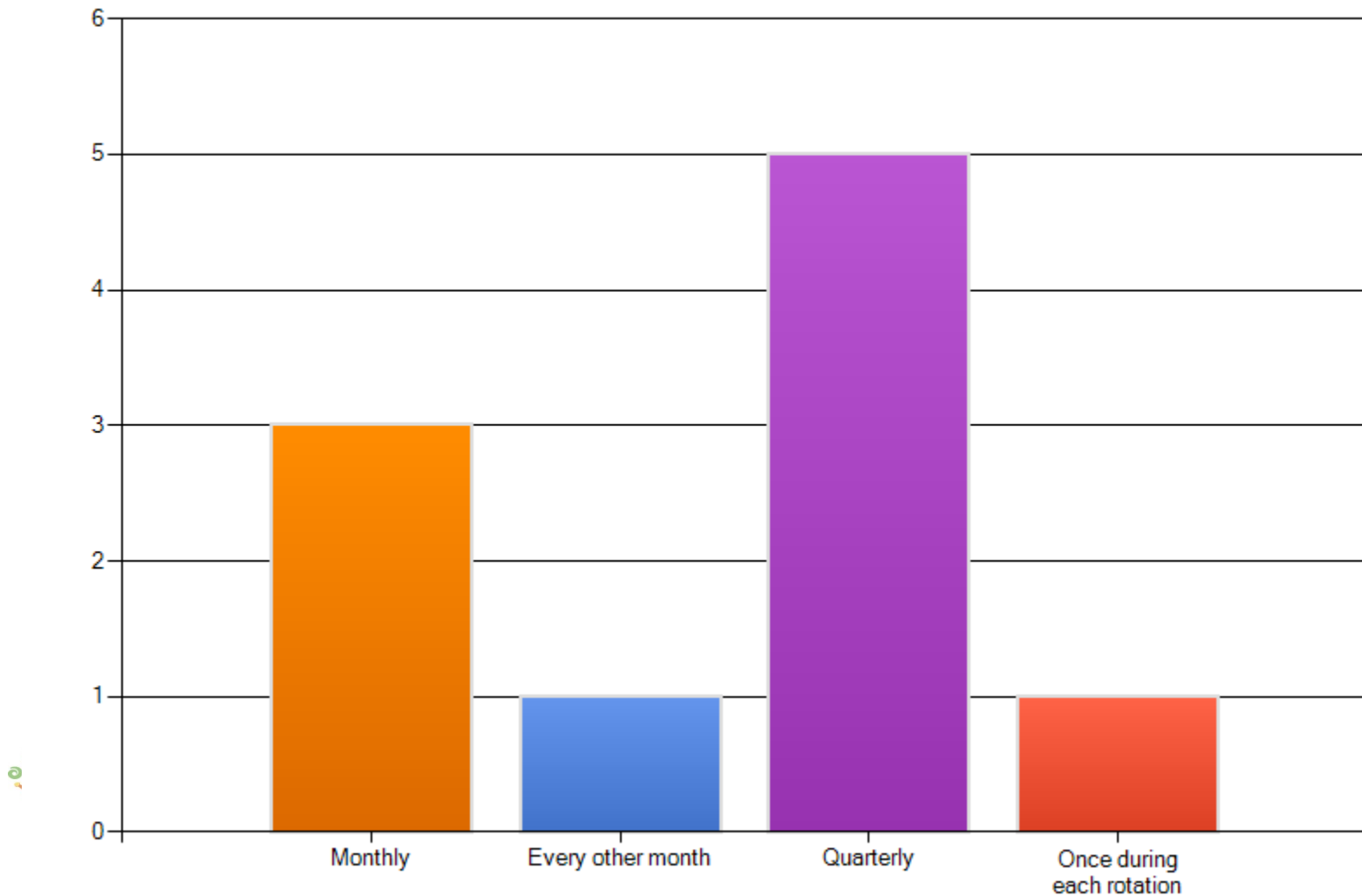**First internship**

Second Internship

Third Internship

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Frequency of BAC Meetings

"It is time consuming and requires a lot of careful thought to follow the guidelines in the Project SEARCH model, as well as organize the many personalities that are necessary to launch a new Project SEARCH site."

- Paul Wehman, PhD

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