



UNIVERSITY OF  
**TORONTO**  
SCARBOROUGH

**Academic Advising  
& Career Centre**

*AccessAbility* Services

# **Managing Your Career:**

## **Strategies for Graduates with *DisAbilities***

Workplace Accommodations

Video 3: Potential Accommodations

# Modules

1. Career Planning
2. Understanding Employment Equity
3. Addressing Employment Barriers
4. Self-Advocacy and Disclosure
- 5. Workplace Accommodations**

**Module 5**

**Workplace**

**Accommodations**

**Video 3: Potential Accommodations**

# Module 5

**Before we begin, download the activity  
worksheets at:**

**[UofT.me/careeranddisability](https://uoft.me/careeranddisability)**

**And find the  
Workplace Accommodations Activity**

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# The Job Accommodation Network

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The screenshot displays the JAN (Job Accommodation Network) website. At the top, a dark blue navigation bar contains a search icon, links for 'About JAN', 'JAN en Español', and 'Contact', along with a Canadian flag. Below this, the JAN logo is on the left, and a horizontal menu lists: 'Coronavirus Disease 2019', 'For Employers', 'For Individuals', 'A to Z', 'ADA Library', 'Accommodation Search', 'Publications', 'Training', and 'Resources'. The main content area features a large banner image of a yellow Labrador retriever standing next to a person's legs. A dark blue text box on the left side of the banner contains the text: 'Have questions about the Rehabilitation Act and workplace accommodations? Ask us. We can help.' On the right side of the banner, there are three vertical buttons: 'Live Chat' (red), a plus sign (orange), and 'Show Reader' (blue with a white icon). Navigation arrows are visible on the left and right sides of the banner image.

Did you know that  
academic  
accommodations and  
work accommodations  
are similar?

Many of the  
accommodations,  
learning strategies and  
assistive technology that  
you use in University can  
be transferred to the  
workplace.



# Adaptive Tools and Assistive Technology

- You may use assistive technology to help you be more productive with certain tasks such as reading or organizing your thoughts in written format
- If you already own assistive technology you should be able to use those items on the job
- Examples of such technology include:
  - Text-To-Speech Software, which can help you to read written reports
  - Speech-To-Text Software, that can help you to write reports

We're going to take a look at some examples of accommodations for a range of impacts

# Auditory Processing Difficulties

Auditory processing is the ability to hear information such as instructions and having a challenge in this area may mean you have difficulties hearing and processing that information.

## **Some disabilities that may cause auditory processing difficulties:**

- Attention Deficit Disorder
- A learning disability
- An acquired brain injury
- Hearing loss
- A mental health disability



# Examples of Accommodations: **Auditory Processing**

Difficulties hearing auditory instructions or questions



# Visual Processing Difficulties

A person may have visual processing difficulties because of the impact of a disability.

**Examples of disabilities that may cause difficulties with visual processing:**

- A learning disability
- An acquired brain injury
- Low Vision

# Examples of Accommodations: **Visual Processing**

Difficulties taking in or processing information from the sense of sight

## Examples of Potential Accommodations

Assistive  
Technology

Verbal  
Instructions

Talking  
Calculator

Voice activated  
computer

CCTV

Room with  
minimal  
distractions

# Examples of Accommodations: **Physical Disabilities**

Difficulties with fatigue, decreased stamina or reduce tolerance to physical activities

## Alternative Input Device



## Flexible Work Scheduling



## Ergonomic Workstation



## Parking Space Close to Entrance



# Cognitive Processing Difficulties

Some people may have difficulties maintaining stamina or concentration because they have a Cognitive Processing difficulty.

**Such difficulties can be caused by:**

- Attention Deficit Disorder
- An acquired brain injury
- A mental health disability
- Chronic health conditions

# Examples of Accommodations: **Cognitive Processing**

## Difficulties maintaining stamina or concentration

Work from  
Home

Rest breaks  
away from your  
workstation

Divide large  
assignments into  
smaller tasks

Use of white  
noise or sound  
machines

Reduce  
distractions in  
work area

# Memory and Recalling information Difficulties

Memory, attention, concentration, recalling information and stress tolerance may be a challenge for some employees.

**Such difficulties can be caused by:**

- An acquired brain injury
- Attention Deficit Disorder
- A learning disability
- A mental health disability

# Examples of Accommodations: **Cognitive Processing**

## Difficulties recalling information

Noise  
cancelling  
headphones

Typed written  
minutes of  
meetings and  
instructions

Using written  
checklists or  
using to do lists

Using a digital  
recorder in  
meetings

Getting extra  
time for learning  
new material



# Management Strategies

You can also apply strategies to manage your disability without the need for accommodations.

## **This may include:**

- Using electronic organizers with reminders
- Using apps on your phone to keep you on task
- Apps for anxiety and stress management



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**If you would like to provide feedback on these videos or if you have questions or concerns, please contact:**

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