

Academic Advising & Career Centre

**Access Ability Services** 

# Managing Your Career: Strategies for Graduates with Dis Abilities

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

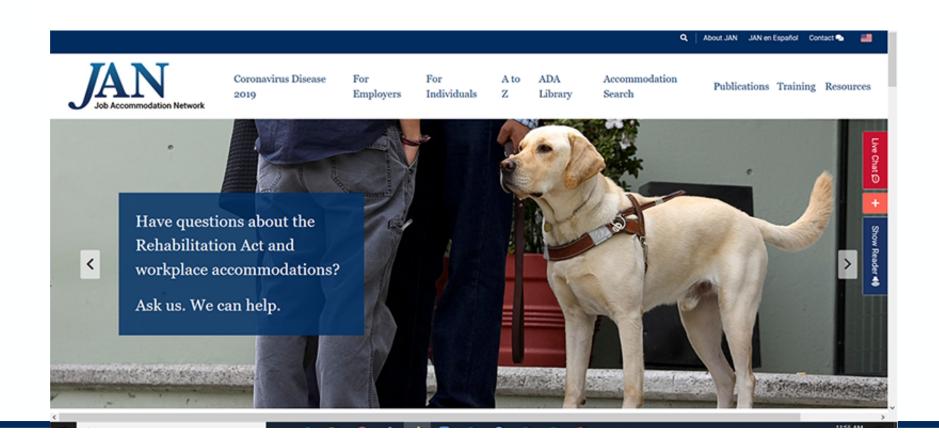
# Before we begin, download the activity worksheets at:

**UofT.me/careeranddisability** 

And find the Workplace Accommodations Activity



## The Job Accommodation Network





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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

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#### 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

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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

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

Alternative Input Device

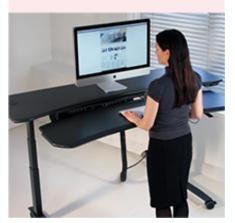
Flexible Work Scheduling

**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

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#### 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

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### **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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