

Profesia Lab Guide



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Profesia Lab is a CSR activity of Profesia Ltd., fully financed from its 2 % of income tax and donations.
Contact for more information: anna.podlesna@profesia.sk, www.sosrdcom.sk

Organizer:



Partners:



Profesia Lab will create space for meaningful cooperation between employers, NGOs, schools and HR & career professionals towards the same goal: **to increase employment of people with disabilities in competitive labor market setting.**

Strategy

- Assess employer needs and prioritize positions for people with disabilities.
- Develop network of community partners who will understand employer needs and have expertise for supporting job seekers with disabilities.
- Prepare job seekers with disabilities for the competitive labor market setting, with relevant skills, abilities, and motivation.

Expected Outcome by October 2023

- At least 10 internship offers for people with disabilities.
- At least 5 job coaches who will have deeper understanding of industries related to participating employers.
- At least 30 job seekers with disabilities who will complete ASSET program, Job Observation and Behavior Scale, participate in company visits and apply for internships.
- At least 10 job seekers who will successfully complete internships.
- Defining key principles for cooperation between employers and community partners for successful transition of people with disabilities to competitive labor market setting.

Who Can Enter Profesia Lab?

- Potential employers of people with disabilities in competitive workplace setting.
- Organizations with potential job seekers with disabilities or interest in job coaching in their community.
- Job seekers with disabilities who are interested to take Assistive Soft Skills and Employment Training (ASSET) and complete internship in their community.

Selection Process

- Registration is open on www.sosrdcom.sk in the Slovak language, from November 22 till December 10, 2022.
- Admissions results will be communicated by December 21st, 2022.

Selection process will combine needs of registered employers and availability of local community partners and job seekers.

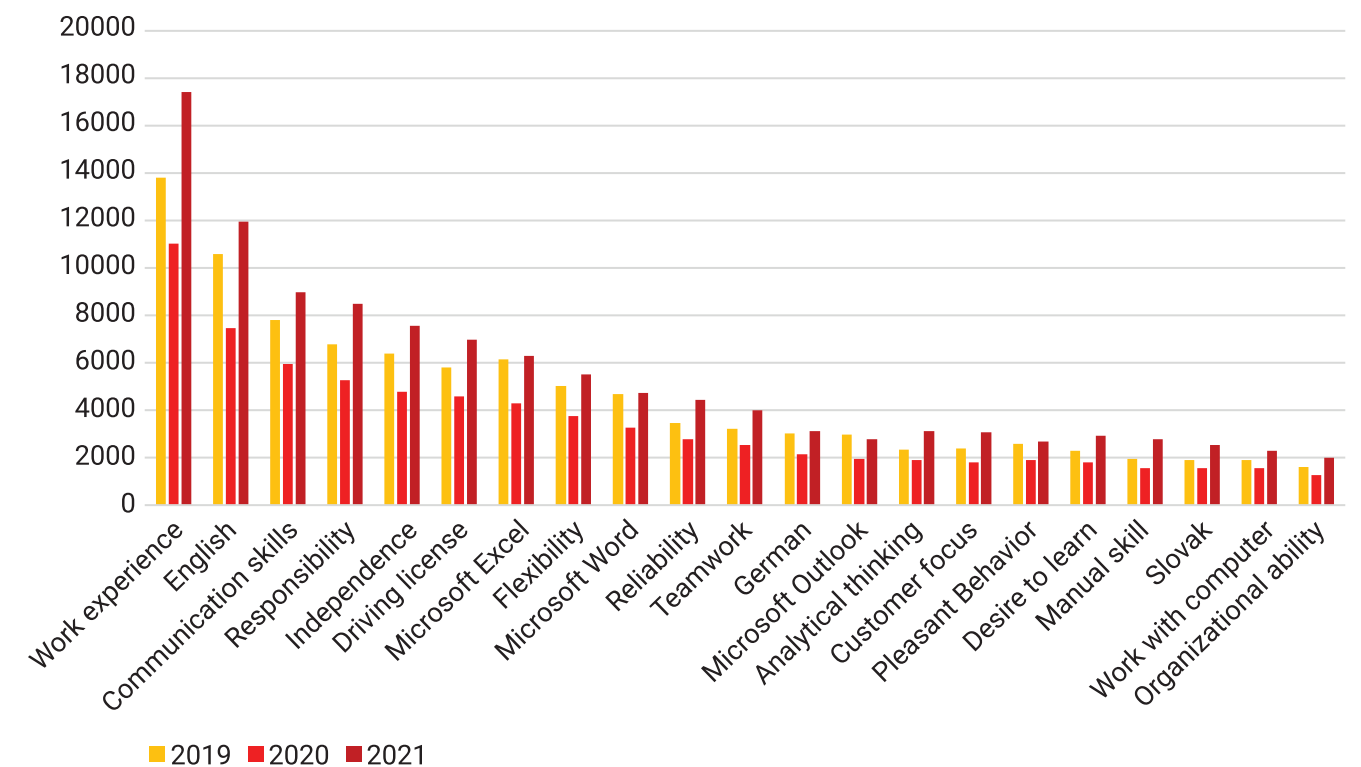
Profesia Lab is built on principles of Diversity, Equity and Inclusion, as they are described in Diversity Charter (www.chartadiverzity.sk). All members of Profesia Lab will be asked to confirm their consent with these principles.

- **Employers:**
For the year 2023 we would like to start with diverse industries. What will be the most important is commitment of HR person/recruitment team and a team who will be directly offering internship according to designed Profesia Lab program. We estimate it will take 64 hours within 6 months in total (without internships). A company can decide who will participate in Profesia Lab meetings.
- **Community Partners:**
We are looking for organizations who are working with young adults with disabilities, with potential for competitive labor market setting. Our goal is to provide expertise for career counseling and job placement in the region where they operate and help them to develop relationships with local employers. Organization should have 1 person who will dedicate for Profesia Lab app. 64 hours within 6 months (without job coaching directly related to internships). Profesia will provide small grant for the organization to participate in Profesia Lab program and provide job coaching for selected job seekers in the region to participate in offered internships.
- **Job Seekers:**
Job seekers for Profesia Lab Database will be selected based on their skills, abilities, and motivation to work in competitive labor market setting. We are looking for candidates who are able to participate in ASSET training once per week for 2 hours from January to June 2022. We will require written consent for impact measurement using the Job Observation and Behavior Scale – the measurement will indicate whether participation in ASSET program influenced their ability to find and retain a job.

Data

Profesia Lab is being created on data which the Profesia Company has collected and analyzed since 2018. It considers the **job requirements from employers**, their **fears, and barriers** when it comes to employment of people with disabilities, as well as the **needs of job seekers** with disabilities when applying for work in the competitive labor market.

Job Requirements



Job Seekers

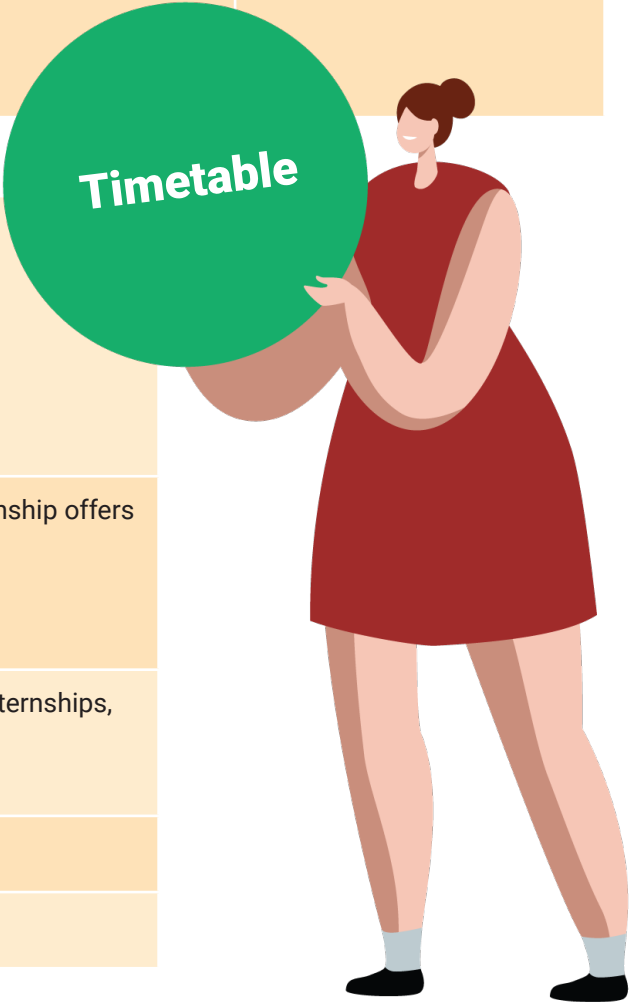
	#1 School in Bratislava	#2 Center for vocational rehabilitation in Bratislava	#3 Francesco -regional Autism center	#4 Online group	#5 Online group
How participants will be selected?	3rd year students (future graduates)	Registration on www.sosrdcom.sk	Registration on www.sosrdcom.sk	Registration on www.sosrdcom.sk	Registration on www.sosrdcom.sk
Max. size of the group	TOTAL: 67 Gardeners: 5 Housekeeping, breed-ers at the farm: 7 Confectioners, caregivers: 8 Salesmen: 10 Pedicure and mani-cure: 11 Painters, woodwork-ers: 13 Cooks and bakers: 13	Max. 10 Job seekers with disabilities	Max. 10 Neurodivergent job seekers, living in Eastern Slovakia	Max. 6 Neurodivergent individuals (already employed or job seekers) interested to take ASSET in the English language	Max. 6 Job seekers with disabilities interested to take ASSET in the Slovak language
ASSET facilitators	Jana Sekerešová Eva Birčáková Katka Vanková Andrea Kozová	Andrea Kozová	Juraj Hudák Mária Mojžišová	Viera Hincová Patrik Pauko	Viera Hincová Patrik Pauko
Schedule	February – May 2023 Once per week for 2 hours	January – June 2023 Once per week for 2 hours	January – June 2023 Once per week for 2 hours	January – June 2023 Once per week for 2 hours	January – June 2023 Once per week for 2 hours

Community Partners and Employers

January 27th, 2023	Introduction of Employers and Community Partners Presentation of Employers with focus on their needs How to prepare for visits of community partners in the company: goal, expected outcome Calendar of Company visits offered to community partners	Invitation with detailed program will be sent at the beginning of January
February 2023 Online meeting Date TBC	Company visits Online meeting: short update on company visits – answering questions, support based on needs	Job coaches visit companies and learn about their onboarding processes, demand-side work
March 31st, 2023 Venue TBC	Presentation of job coaches: What we learned – assessing workplace culture – recommendations for accommodations and adjustments during internships Presentation of 2 experts on neurodivergent people ASSET facilitators – experience with job seekers included in the program – what employers could expect	Two experts will share their expertise related to people with autism, ADHD, dyslexia and dyscalculia ASSET facilitators will share some insights from ongoing training
April 28th, 2023 Venue TBC	Presentation of employers: <ul style="list-style-type: none">Plan of company visits for job seekers (ASSET program graduates)Draft of internship offers	

Community Partners, Employers and Job Seekers

May 2023 Online meeting Date TBC	Job seekers participating in ASSET program, with support of job coaches visit companies and learn about various jobs During company visits, observations and assessments of potential skills and abilities are made Dates to be selected by employers	Job coaches/community partners should meet with job seekers before company visits and assist them with their preparation for company visits
June 2023	Internship offers are announced Application process Interviews	Job coaches/community partners assist job seekers with applying for internship offers Employment related documentation in easy-to-read format will be available.
July – August 2023	Internships are recommended for min. 2 weeks - max. 4 weeks Evaluation	Job coaches/community partners assist job seekers with preparation for internships, onboarding and completing the internships
August – September	Evaluation	
November 2023	Conference with presenting outcomes and experiences	



Impact Measurement

For impact measurement we will use JOBS (Job Observation and Behavior Scale). We will focus on progress which job seekers can achieve after they attend ASSET program, have individual support from job coaches and experience customized internships.

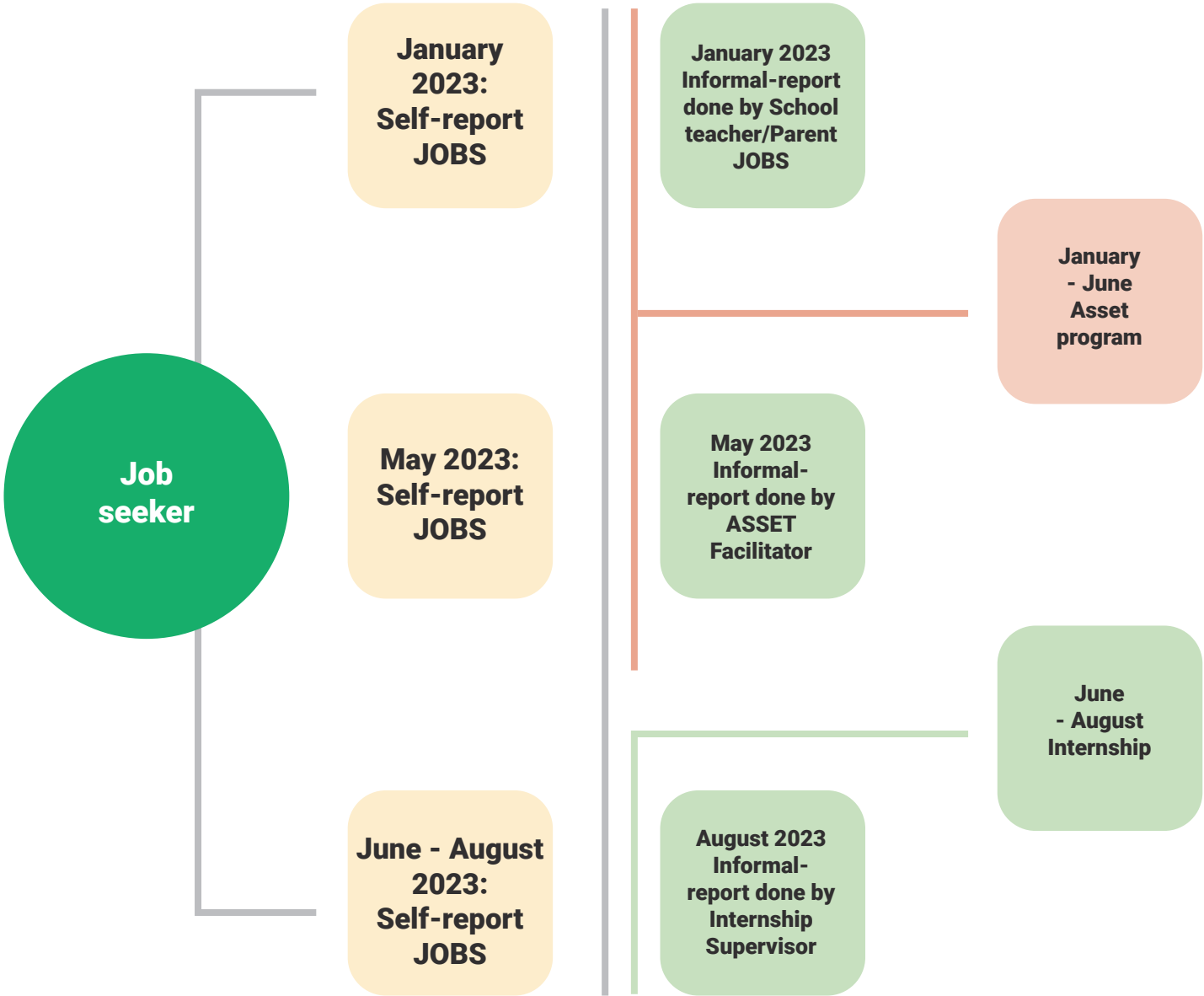
Areas we will measure:

Work-Required Daily Living Activities

- Attendance
- Punctuality
- Personal Hygiene and Grooming
- Verbal Communication
- Non-Verbal Communication
- Work Schedule

Work-Required Behavior

- Stress Tolerance
- Interpersonal Work Interactions
- Interpersonal Social Interactions at Work
- Changes in Routine
- Being Honest
- Criticism
- Initiative
- Endurance



Expertise

We started to develop concept of Profesia Lab in January 2022. With appreciation to many experts and experienced professionals, we are honored to share that these people and organizations already confirmed their interest in Profesia Lab and are ready to support this platform with their expertise.

Speakers from the conference Neurodiversity in the workplace, held on November 22 in Bratislava:



Connie Sung
Associate Professor,
Rehabilitation
Counseling, Michigan
State University
profesia.link/conniesung



James Caleb Adams
Chief Human
Services Officer
at Peckham
peckham.org



Danielle Biddick
Project/ Program
Manager, Diversity
Talent Acquisition
at Dell Technologies
jobs.dell.com/neurodiversity



Sara Sanders Gardner
Founder of Autistic
at Work LLC
autisticatwork.com
bellevuecollege.edu

ASSET Facilitators and Supporters



Eva Birčáková
Experienced coach,
consultant, facilitator
and soft-skills trainer



Katarína Vanková
Experienced HR
consultant, headhunter
and project manager



Viera Hincová
Experienced program
manager, trainer,
psychologist, expert
on neurodivergent
population in Slovakia



Patrik Pauko
Experienced coach,
consultant, facilitator
and soft-skills trainer,
psychologist



Andrea Kozová
Experienced professional
in vocational
rehabilitation,
psychologist



Jana Sekerešová
Social pedagogist,
enthusiastic teacher
of students with special
needs



Juraj Hudák
Teacher at the School
for children with autism,
helping with group
therapies



Mária Mojžišová
Psychologist,
working with ASD
young population



Anna Podlesná
CSR manager at Profesia,
coordinator of Profesia
Lab and the program
Help from the Heart



Martina Mladšíková
Observer of ASSET
program, school
psychologist and
volunteer for Usmej
sa na mňa (NGO)



Veronika Eliášová
Expert on ADHD,
Dyslexia and Dyscalculia

Community Partners

We already had preparatory meetings with these organizations:



Usmej sa na mňa

www.usmejsanamna.sk
Region: Košice



Relevant

www.relevant.sk
Region: Prešov



Autisti Prešov

www.autistipresov.sk
Region: Prešov



Institute for vocational rehabilitation of citizens with disabilities in Bratislava

www.iprba.sk
Regions: Bratislava, Trnava



Alternatíva – Centrum nezávislého života

www.alternativacentrum.sk
Regions: Banská Bystrica, Lučenec, Brezno



Center of Evangelical Diaconia "shelter Dom na polceste"

www.domnapolceste.sk
Region: Poprad

Job Coach

- learns about recruitment process of participating employer, type of work and cooperation in the team, where internship for a job seeker with disability will take place;
- gains knowledge on how to map potential of a job seeker with disability, create resume, prepare for a job interview, and support a job seeker during trial period;
- prepares a job seeker for selected job and accompanies her/him during internship, upon agreement with employer.

Future

Profesia Lab in 2023 is **financed by the company Profesia**, using its 2 % of income tax, donations and CSR budget. This was possible also thanks to partners **Association of Adult Education Institutions in the Slovak Republic and The Pressburg Academy**.

Profesia has signed **Memorandum of Understanding with Michigan State University** and has permission to translate and pilot ASSET program in Slovakia in 2023. Further implementation of ASSET program in Slovakia will be negotiated in January 2024.

Training and supervision of ASSET facilitators as well as support for successful transition of ASSET program graduates to labor market are financed from **The Humphrey Alumni Impact Award** in the amount of 10 000 USD which was given to Humphrey Program Alumni Anna Podlesna by U.S. Department of State, The Fulbright Programs Committee, and the Institute of International Education.

After evaluating impact of Profesia Lab in 2023, interested employers may be invited to join 2 % income tax assignment in order to sustain network of trained community partners and further implementation of ASSET program in Slovakia.