

My Employment Plan

A tool to help you and your employer to talk about and agree things that might help you in the workplace.

Section 1

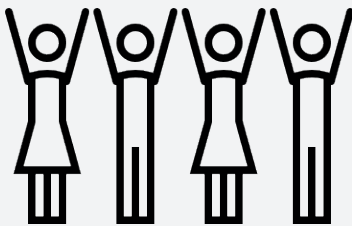
Information about an employment plan



What the 'Employment Plan' is

This employment plan is aimed to help you and your employer to talk about and agree things that might help you both whilst in the workplace. The changes or plans that you agree to help you at work are sometimes called 'reasonable adjustments'.

Every person and every employer is different. This employment plan might not include everything you need but it is designed to be a helpful tool. You might want to add your own questions to it.



How this Employment Plan was created

This employment plan was created by a number of people with lived experience and organisations from across South Yorkshire.

How to complete this plan



Under each section heading, there is a question or a statement that you might want to answer.

You might want to use these questions to have a chat with your employer and agree on a plan together.

You might want to have someone else that you know be part of this conversation or you might want to take this plan away and have more time to think about what you want to say.

Section 2

Things to consider

At the start of this plan – you might want to agree the following things with your employer

- How will this plan be used?
- What to do if there is a change in the plan?
- How do we check that this plan is working and is kept updated?
- Who will this plan be shared with?
- Where will this plan be saved or kept?

You can put your answers to the above questions here...

Continued - space to write your answers ...

Section 3

Communication



In this section – You can talk to your employer about

- The best way for you to communicate with each other.
- The language and words that you prefer and understand.

For example

- I find it helpful when you email me my tasks as well as saying them to me.
- I prefer to be pre-warned about changes.
- When talking about my disability or health condition, ask me about my preferred language and words.
- I find it helpful having work sent to me in easy read so it is easier to understand.

You can put your answers to the above questions here...

Continued - space to write your answers ...

Section 4

Important things about my disability or health



In this section – You can talk to your employer about

- Things you want to share about your disability or health.
- How this might affect you at work.
- Things that might help you feel more comfortable at work.

For example



- I need to take breaks sometimes.
- I can find it distracting if there is a lot of noise and so I may use headphones or need to move to a quiet space.
- I often move around or fidget and this helps me to feel comfortable.
- Having a person, I know I can talk to at any time in the workplace really helps.

You can put your answers to the above questions here...

Continued - space to write your answers ...

Section 5

What helps me when I am finding things difficult or stressful?



In this section – You can talk to your employer about

- **Finding things difficult** – Things you might do that show you are struggling or processing things.
- **Self-management** – Ways that you can help yourself.
- **When I need help** – Ways that you want your employer to help you.

For example

- **Finding things difficult** – I might tap my head or lose focus when I am struggling or processing things.
- **Self-management** – When this happens I might use a stress ball or scroll on my mobile.
- **When I need help** – I only need you to ask me how I am if I start pacing up and down and at this point you can ask me if I need to take a break or use other things that help me.

You can put your answers to the above questions here...

Continued - space to write your answers ...

Section 6

Is there anything else you and your employer need to talk about?

You can put your answers to the above questions here...

You might want to include

Skills that you want to use or develop

Things that matter to you

Things relevant to your work

What helped you in the past

Section 7

Agreement

This plan is a working document for you and your employer to use as a guide to be able to make 'reasonable adjustments' to support you in the work place.

Date of meeting:

Signed by all who attended:

This employment plan was co-produced by a number of people and organisations from across South Yorkshire including

Name of organisation – Employment is for Everyone

Contact information

Website – www.employmentisforeveryone.org.uk

Email – team@employmentisforeveryone.org.uk



Name of organisation – Speakup

Contact information

Website – www.speakup.org.uk

Email – team@speakup.org.uk

Telephone – 01709 720462



Name of organisation – Sheffield Voices (Disability Sheffield)

Contact information

Website – www.sheffieldvoices.org.uk

Email – info@sheffieldvoices.org.uk

Telephone – 0114 253 6750



Name of organisation – City of Doncaster Council (Supported Internships)

Contact information

Website – www.doncaster.gov.uk

Email – SupportedInternships@doncaster.gov.uk

Telephone – 01302 736387



City of
Doncaster
Council

Name of organisation – See It Be It (Sheffield City Council)

Contact information

Website - tinyurl.com/sibisheff
Email - seeitbeit@sheffield.gov.uk
Telephone - 0114 229 6135



Name of organisation – ArtWorks South Yorkshire

Contact information

Website - www.artworks-sy.co.uk
Email - emma@artworks-sy.co.uk
Telephone - 0114 2459032



Name of organisation – Rotherham Opportunities College

Contact information

Website - www.theroc.co.uk
Email - info@theroc.co.uk
Telephone - 01709 242 585



Name of organisation – Rotherham Metropolitan Borough Council – Supported Employment

Contact information

Email - supportedemployment@rotherham.gov.uk
Telephone - 01709 249600



Name of organisation – Activity Alliance

Contact information

Website - www.activityalliance.org.uk
Telephone - 0808 175 6991



Name of organisation – Autism Plus – Specialist Employment Support

Contact information

Website - www.autismplus-employmentservices.co.uk
Email - employmentsupport@autismplus.co.uk
Telephone - 0114 3840302



Name of organisation – Barnsley Council

Contact information

Website - www.barnsley.gov.uk/InclusiveOffer
Email - inclusiveoffer@barnsley.gov.uk



BARNSELEY
Metropolitan Borough Council