

Profesia Lab Guide 2024



**For more
information:**



Profesia Lab was founded in December 2022 as part of Profesia's CSR activities (from January 2024, Profesia became Alma Career Slovakia).

Contact for more information: anna.podlesna@almacareer.com, www.sosrdcom.sk

Organizers::



Partners:



Profesia Lab strives to strengthen the community of practice focused on the employment of individuals with disabilities.

We share both, concerns, and joy regarding our hands-on experiences. Together, we learn how to improve. Regular meetings allow us to exchange experiences and knowledge.

The Profesia Lab community encompasses job seekers, employers, NGOs, schools, HR and career counsellors, experts in various disabilities, and social and communication skills facilitators.

Results from the Pilot Year 2023:

Job Seekers

In January 2023, **98 job seekers** enrolled in Profesia Lab. In preparatory phase, they underwent training on social and communication skills (ASSET program). We created 12 groups in total while 1 of them was dedicated to job seekers with questionable potential for the competitive labor market.

The training took place at **Spojená škola internátna in Bratislava** (on Dúbravská cesta 1 and on Švabinského 7), **Inštitút pre pracovnú rehabilitáciu občanov so zdravotným postihnutím (IPR)** on Mokrohájska Street in Bratislava, **Francesco –regionálne autistické centrum** in Prešov, **OZ Usmej sa na mňa** in Košice, and online in Slovak and English.

ASSET facilitators

ASSET program was carried out from **January to May 2023**. It is a copyrighted program from Michigan State University translated and adapted for Slovak conditions.

In January 2023, in cooperation with Alicia Strain, ASSET program manager from Michigan State University, we prepared the first training for Slovak facilitators. We also thank Professor Connie Sung and PhD student Heerak Choi for their support and help with the preparation.

For our first Slovak cohort, we selected the following experts: Eva Birčáková, Viera Hincová, Juraj Hudák, Andrea Kozová, Martina Mladšíková, Mária Mojžišová, Patrik Pauko, Anna Podlesná, Jana Sekerešová, and Katarína Vanková.

Our objective was to trial the program in diverse environments and various groups, with the aim of creating a team of experts for continued collaboration beyond the pilot year.

- Eva Birčáková and Patrik Pauko were the ASSET program trainers in 2023, and we count on them while training more facilitators in Slovakia in the coming years.
- Viera Hincová a Mária Mojžišová help us understand the learning needs of neurodivergent job seekers.
- Jana Sekerešová helps us with transiting the ASSET program into the school environment.
- Martina Mladšíková and Andrea Kozová provide us with insights while teaching groups where the potential for competitive labor market remains uncertain.
- We are collaborating with Juraj Hudák and Andrea Kozová to link the ASSET program with job coaching.
- Katarína Vanková will oversee the supervision of new facilitators.

Job Coaches

We have fostered a long-term partnership with the **Inštitútom pre pracovnú rehabilitáciu občanov so zdravotným postihnutím (IPR)** and have added other partners. **Lucia Sujová from Alternatíva – Centrum nezávislého života, n.o., Dagmar Kočiová and Erika Bočeková from OZ Usmej sa na mňa, Gabriela Čičmancová from Integrácia detí a mládeže, and Juraj Hudák from Francesco – regionálne autistické centrum in Prešov** have all offered support in integrating our job seekers. Job coaching was facilitated by **Andrea Kozová, Dominika Havrilová and Zuzana Švédová** from IPR.

Job coaches helped with preparing job seekers for company visits and internships. Engagement with coaches was voluntary – each job seeker could ask for support and supervision based on their individual needs. Some job seekers had individual meetings outside of the workplace, focusing more on resolving specific situations where they needed advice. Others welcomed the presence of job coaches even during their job performance.

The meetings with job coaches in 2023 did not follow an exact agenda. The goal was to ensure that each job seeker had a completed resume, was prepared for company visits, and knew where to apply for an internship. In 2024, we plan to introduce a specific agenda for the meetings, and we also aim to invite companies to participate.

Employers

The following employers entered our pilot year: **Bratislavská vodárenská spoločnosť, Deutsche Telekom Services Europe Slovakia, Deutsche Telekom IT Solutions Slovakia, Dopravný podnik Bratislava, DXC Technology, Magistrát mesta Bratislava, Mestská knižnica Bratislava, OLO - Odvoz a likvidácia odpadu, Profesia, Slovenská sporiteľňa, TESCO, Všeobecná úverová banka.**

We conducted a total of 21 company visits in Bratislava, Pezinok, Košice, Prešov, Malacky, and Žilina, along with 2 meetings in companies outside of Profesia Lab. The goal was to give job seekers a chance to try jobs, while providing employers an opportunity to see job seekers at work.

Following these meetings, employers had the option to advertise paid internship offers at no cost. These offers drew responses from **32 job seekers, who all together completed 35 internships**. As per our latest information, 8 Profesia Lab participants have secured permanent employment. The primary focus now will be to ensure job retention.

Internships provided a unique opportunity for job seekers to gain work experience in the competitive labor market. For many, this was their **first entry into the working world**. These internships enabled employers to evaluate **their readiness to accommodate individuals with different needs and determine the health conditions their types of jobs are suitable for**, considering team dynamics and performance expectations.

The internship positions included **manual, administrative, assistant, and professional IT jobs**. Some participants discovered they had far more to contribute than they had initially anticipated. We thank the experts who prepared a lecture for employers and offered consultations: **Viere Hincovej, Veronike Eliášovej a Simone Šimkovej.**

Collaboration with Michigan State University

The Profesia Lab model was also developed due to the Memorandum of Cooperation signed by Profesia and Michigan State University. The experience we gained have led us to our decision to scientifically map and verify the impact of individual components of Profesia Lab starting from 2024.

To achieve this, Anna Podlesná has joined the doctoral studies at Michigan State University and will reinforce the transfer of expert knowledge and practices to Slovakia where the executive role in Profesia Lab will be assumed by Martina Čáповá.

Funding

Profesia Lab's funding in 2023 came from 2% tax assignation, donations, and Profesia CSR budget. This was also made possible through our partnership with the civic association KOGNEO, led by Klaudia Bednárová. Training and supervision for ASSET facilitators were financed by The Humphrey Alumni Impact Award, granted to Anna Podlesná by the U.S. Department of State, The Fulbright Programs Committee at the Institute of International Education. We are grateful for the support.

In 2024, Profesia Lab's activities will continue to be funded in the same manner. If you are interested in financially supporting Profesia Lab, please contact anna.podlesna@almacareer.com

Profesia Lab 2024

Job Seekers

As of 2024, 113 job seekers applied and **109 of them will start the preparatory phase.**

- From an employment perspective, the cohort comprises individuals who have a recognized limited ability to perform at work exceeding 40%. It also includes those whose disability status is yet to be resolved or those with assessment rates below 40%.
- At Profesia Lab, we prioritize an individual's **skills, capabilities, and knowledge.** Our objective is to maximize the potential of a job seeker with disability **by using assistive technologies and workplace adjustments.**

Job Coaches

We will be developing our **job coaching** program with the following partners: Aptet, Alternatíva – Centrum nezávislého života, n.o., Francesco - regionálne autistické centrum, Integrácia detí a mládeže, IPR, and Usmej sa na mňa.

Employers

- If you join Profesia Lab as an employer, you will undertake a **six-month program designed to prepare your own internship offers for people with disabilities.** We will strive to connect you with a local job coaching partner who will familiarize themselves with your HR processes, the specific team, and the nature of the work where the internship would take place. At the same time, we will try to identify suitable candidates for this internship.
- Over the course of **six months**, Profesia Lab will require approximately **64 hours of your time.** The meetings outlined below can be attended by one or more company representatives.
- Profesia Lab operates on the principles of diversity, equality, and inclusion, as stipulated in the Diversity Charter (www.chartadiverzity.sk). All Profesia Lab members will be asked to affirm their agreement with these principles.
- Joining Profesia Lab and the associated protection of job seekers personal data will be managed under a Memorandum of Cooperation with Alma Career Slovakia.

Employers can register until January 12, 2024, at the following link:

<https://profesia.link/profesialab2024>



Job Seekers: ASSET Program and Job Coaching

ASSET program lectures	#1 Spoškola internátna v Bratislave	#2 Inštitút pre pracovnú rehabilitáciu občanov so ZZ	#3 Usmej sa na mňa	#4 Online group in Slovak	#5 Online group in English
Number of groups	4 groups at Dúbravská cesta 1 2 groups at Švabinského 7	3 groups	1 group	1 group in Francesco – regionálne autistické centrum in Prešov, 1 combined group through the IPR Košice, Spišská Nová Ves, Poprad, Žilina, Martin, Pezinok, Leopoldov	1 group in collaboration with The Bridge
Regions	Bratislava region	Bratislava region	Košice and surroundings	Košice, Spišská Nová Ves, Poprad, Žilina, Martin, Pezinok, Leopoldov	The entire Slovakia – here we also focus on communication in English
Facilitators	Katarína Vanko Barbora Čaputová Mária Wolf Jana Sekerešová	Andrea Kozová Lenka Zemančíková	Martina Mladšíková	Mária Mojžišová	Michala Kamhalová Mária Mojžišová

All participants will **complete the JOBS (Job Observation and Behavioral Scale)** questionnaire after Chapter 6 of the ASSET program. This will help job coaches in tailoring support based on the areas assessed below.

Work-Required Daily Living Activities

- Attendance
- Punctuality
- Personal Hygiene and Grooming
- Verbal Communication
- Non-verbal Communication
- Work schedule

Work-Required Behavior

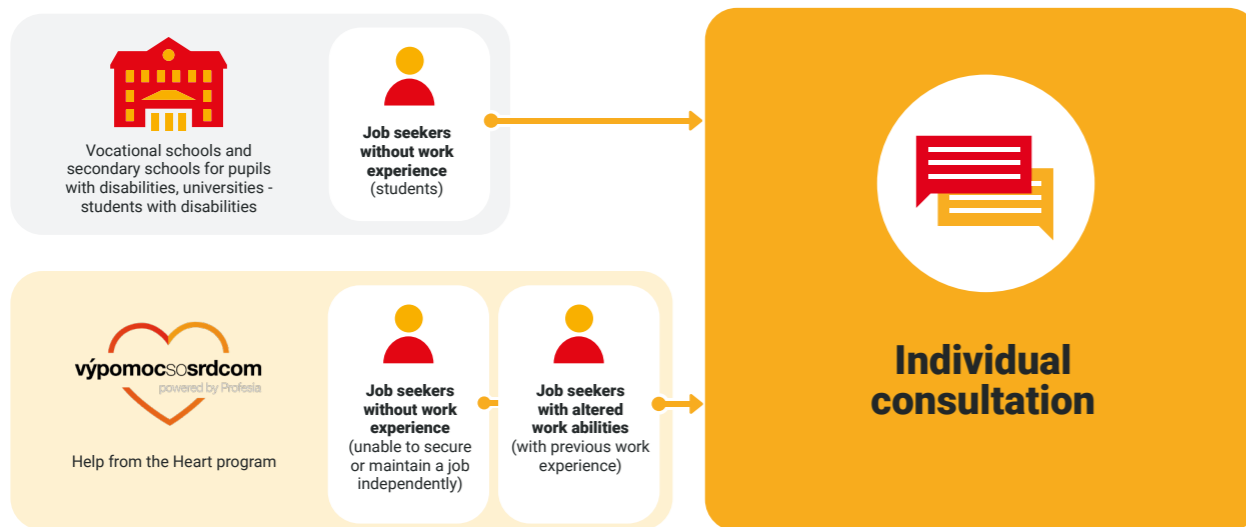
- Stress Tolerance
- Interpersonal Work Relations
- Interpersonal Social Interactions at Work
- Changes in Routine
- Being Honest
- Criticism
- Initiative
- Endurance

Source: Brady, M. P., & Rosenberg, H. (2002). *Job Observation and Behavior Scale: A Supported Employment Assessment Instrument.* Education and Training in Mental Retardation and Developmental Disabilities, 37 (4), 427–433.

Profesia Lab Roadmap

For the year 2024, we have received 113 applications. **The preparatory phase will start with 109 job seekers.**

Phase 1 - Call and Selection (until November 30, 2023)



Phase 3 - Company Visits, Job-Specific Preparation, Internships (May - August 2024)

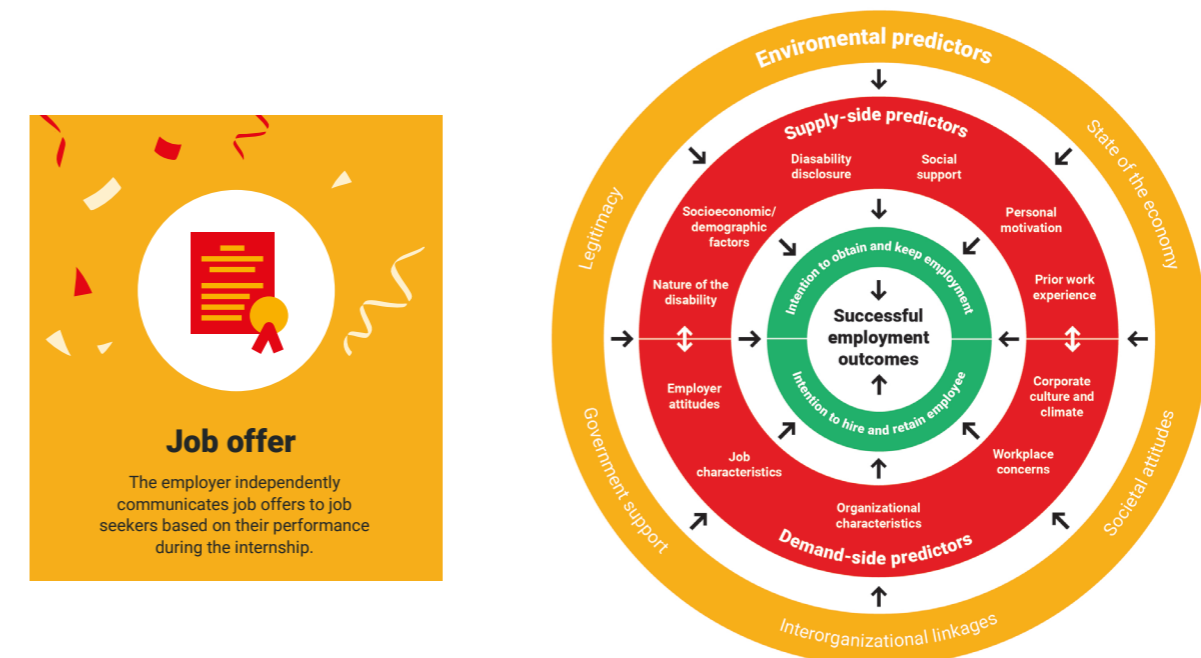


Job coaching will be provided as needed

Phase 2 - Preparatory Phase (January - May 2024)



Phase 4



Ikutegbe, P., Randle, M., Sheridan, L., Gordon, R., & Dolnicar, S. (2023). Successful Employment Outcomes for People with Disabilities: A Proposed Conceptual Model. *Consulting Psychology Journal: Practice & Research*, 75(3), 202-224. <https://doi-org.proxy2.cl.msu.edu/10.1037/cpb0000222>

Job Coaches and Employers: Preparation for Internships

Focus	Job Coaches	Employers
Coordination and planning	January 12, from 1:00 p.m. to 4:00 p.m., online session	January 26 from 1:00 p.m. to 4:00 p.m., (in-person session) Introduction to Profesia Lab, getting acquainted with job coaches. Organizational information concerning meetings with applicants, company visits and internships.
Webinar	March 1 from 1:00 p.m. to 3:00 p.m. Online webinar will cover workplace adjustments and assistive technologies for various disabilities.	
Webinar	March 22 from 1:00 p.m. to 3:00 p.m. Online webinar will focus on the selection interview and inclusion of job seekers with disabilities. It will provide guidance on how to interpret the outputs of the JOBS questionnaire and collaborate with job coaches.	
Coordination and Planning	April 12, from 1:00 p.m. to 3:00 p.m. Online meeting - preparation for company visits and internship postings.	
May	Company visits with the support of job coaches.	
June - August	Internship offers posted, individual internships with the support of job coaches as needed.	

In 2024, we will focus on the following areas:

ASSET program	Job Coaching
<p>Session 1: Welcome</p> <ul style="list-style-type: none"> ASSET program introduction Objectives of Profesia Lab, cooperation with job coaches and companies <p>Session 2: Types and Ways of Communication</p> <ul style="list-style-type: none"> Explore different types of communication (verbal vs. nonverbal) Understand the importance of listening <p>Session 3: Communication Expectations in the Workplace</p> <ul style="list-style-type: none"> Identify appropriate and expected ways of communication Recognize the nuances of communication differences across people and settings <p>Session 4: Working with Different Personalities</p> <ul style="list-style-type: none"> Learn various personality traits using the 'OCEAN' model Recognize different personality types <p>Session 5: Showing Positive Attitude and Enthusiasm</p> <ul style="list-style-type: none"> Learn what attitude is (positive vs. negative) and what it looks like <p>Session 6: Disability Awareness and Self Advocacy</p> <ul style="list-style-type: none"> Identify one's own strengths and support needs and how they relate to the workplace 14 skills needed for a competitive job market (JOBS questionnaire) Job coaching in Profesia Lab How to communicate your needs to an employer 	<p>Preparing meetings according to ASSET facilitators recommendations</p>

ASSET program	Job Coaching
<p>Session 7: Teamwork</p> <ul style="list-style-type: none"> Learn the importance of teamwork and different roles in team Explore characteristics of good team player <p>Session 8: Networking and Digital Identity</p> <ul style="list-style-type: none"> Making contacts, how to briefly introduce yourself, important principles in the use of technology and networking in online world. <p>Session 9: Critical Thinking and Problem Solving</p> <ul style="list-style-type: none"> Understanding the importance of critical thinking Discuss effective strategies to solve common workplace problems <p>Session 10: Introduction to Professionalism</p> <ul style="list-style-type: none"> Setting professional goals How to behave professionally in the workplace <p>Session 11: Time Management and Planning and Being organized</p> <ul style="list-style-type: none"> Managing your time and how time planning works in the workplace: meetings, work tasks <p>Session 12: Mental Health and Stress Management</p> <ul style="list-style-type: none"> How to take care of your mental health Managing stress in different situations <p>Session 13: Emotion Recognition and Regulation</p> <ul style="list-style-type: none"> How to recognize and regulate emotions Conflict resolution options. <p>Session 14: Self-Awareness and Awareness of Others</p> <ul style="list-style-type: none"> How your behavior affects others at work <p>Session 15: Maintaining Workplace Relationships</p> <ul style="list-style-type: none"> Workplace culture (company culture) Personal hygiene. 	<p>Starting from the 7th lesson, job seekers will have the opportunity to attend group meetings with job coaches.</p> <p>Some of these meetings will also include employers from Profesia Lab.</p> <p>These employers will provide insights on what information the look for in resumes, what they take note of during job interviews and the company structure and rules they apply in their companies.</p> <p>The 1-hour meetings with job coaches will be conducted both online and in-person, according to the ASSET group. These meetings will focus on several key areas:</p> <ul style="list-style-type: none"> Personal and professional goals Expectations from company visits and internships How to look for a job and choose an internship Resume Preparing for a company visit Preparing for a job interview Presenting yourself professionally Applying for a workplace adjustment Understanding workplace relationships and company culture



Executive Team

Given the complexity of the topic and the extent of coordination needed, we have assembled a team of collaborators for 2024. The goal is to clarify roles and responsibilities and provide points of contact for various inquiries.

Expert Consultation and Collaboration with Michigan State University:



Anna Podlesná

CSR Manager at Alma Career Slovakia and a PhD student at Michigan State University in the Counselor Education and Supervision program Education and Supervision

anna.podlesna@almacareer.com

Organizing and coordinating activities for Profesia Lab:



Martina Čápková

CSR Specialist at Alma Career Slovakia

martina.capova@almacareer.com

ASSET program



Patrik Pauko

Training of new ASSET facilitators in Slovakia



Eva Birčáková

Training of new ASSET facilitators in Slovakia



Katarína Vanková

Supervision of ASSET facilitators



Andrea Kozová

Professional advice on the education of new job coaches



Gabriela Čičmancová

Training and supervision of job coaches

Job Coaching

Other useful resources:

www.sosrdcom.sk

Accessible workplace



profesia



Pracovisko bez bariér

V Profesia Labe zamestnávateľom pomáhame odstraňovať bariéry tak, aby vynikli potenciál človeka, jeho zručnosti a schopnosti. Limity spôsobené zdravotným znevýhodnením odstraňujeme cez pomocné technológie, pracovných koučov, či vhodné úpravy na pracovisku. Zároveň sa usilujeme vytvoriť celoslovenský model spolupráce viacerých partnerov, ktorý je nevyhnutný najmä pri začleňovaní ľudí s neurovývinovými odlišnosťami. Detailnejšie informácie sú na www.sosrdcom.sk

Zásady univerzálneho dizajnu pomáhajú využívať výrobky, zariadenia, programy, služby aj priestor čo najľahšie skupine ľudí. Zohľadňujú potreby mužov, žien, seniorov, nízkych aj vysokých ľudí, ľudí s dočasným aj trvalým zdravotným znevýhodnením. Fungujú v tme, hluku, mokrom prostredí aj v čase únavy používateľa. Každý má z nich úžitok.



Labor-law documentation in an easier-to-read format



DOHODA O VYKONANÍ PRÁCE

MŮJ ZAMESTNÁVATEL

Důležité údaje

Název: _____

Sídlo (adresa): _____

IČO: _____

LOGO

Zastupuje ho

Meno: _____

FOTO



