

## Introduction

Everyone is keen to learn new things at work:

*// So if I'm doing a job or something, I need a task that is challenging. //*

Give people opportunity to shine. This can happen quite naturally or informally.



There are a range of things to consider when supporting a person to develop new skills and think about their career, including:

### 1. Plan to meet with the person to find out new skills they want to learn or develop. Talk about jobs the person is interested in.

If you take the time to talk with people about their long-term goals, it is possible to find ways to build related skills into their job.

Think about how to do this within the person's specific role or through other opportunities in the workplace, like:

- attending conferences or workshops
- working with other teams or participating in working groups
- taking on more responsibility planning social events.

Formal skill and career development can happen in a planned way through regular professional supervision

Helen Sanderson & Associates have person-centred tools designed to encourage good communication and development of professional skills and career.

Regular and frequent supervision can also help you identify and create chances for people to use their skills in different roles, which can boost confidence and feelings of self-worth.

*// We shared what we had learnt and how we would do things differently.  
I would see that as a form of reflective practice and so that is a process of professional development...  
I think that's really important because a lot of learning can happen in that space. //*

## **2. Include people in organisation's training when available**

Consider how you can make your organisation's training more accessible to all staff, including those with intellectual disability.

## **3. Include casual, part time and project workers in training and professional development opportunities**

People who work in part time, casual or project roles may be overlooked when opportunities for training arise.

When hiring new staff for part time or project work, build time into the role for training, professional development and attendance at meetings.

## **4. Pass on information about employment, training and situations to meet people and learn new skills for work.**

Remember to provide chances for staff to connect with other people at work and within wider networks; this may lead to future employment.

## **5. Be a referee and give people support to know what skills they have learned in their job to put on their resume.**

Use supervision as a time to reflect on and document new skills and experience the person is gaining. Talk about how this can be used to update their resume. Let people know if you are happy to provide a reference for them or review job applications for other roles.

### **For more information:**

Watch: [Episode 7](#) of VALID's [Let's Work](#) web series

Read: Page 46-49 of the [VALID Employment Project consultation report](#)

Find practical ways to support people to learn new skills at work in Down Syndrome Australia's [Practical Guide for Employers](#)



[www.valid.org.au](http://www.valid.org.au)