

Playlist 3: Disability Etiquette—Effective Communication with Individuals with Disabilities

The purpose of this playlist is to provide guidance on appropriate etiquette when interacting with people with disabilities. Etiquette supports respectful, appropriate, and comfortable two-way communication, including initial meetings as well as ongoing interactions across work and educational environments.

I. Disability Etiquette

Documents and Web Pages

- *Basic Etiquette: People with Mental Illness*—This web page provides guidance on interacting with individuals with mental illness/psychiatric disabilities.
http://www.onestops.info/article.php?article_id=38
- *Communicating With and About People with Disabilities*—This resource provides suggestions on how to relate to and communicate with and about people with disabilities.
<https://www.dol.gov/odep/pubs/fact/communicating.htm>
- *Communication Access*—Communication is an essential part of participating in today's workforce. This web page provides links to resources to increase communication access for individuals with sensory disabilities.
<https://www.dol.gov/odep/topics/CommunicationsAccess.htm>
- *Disability Etiquette*—This web page links to documents that address disability etiquette in the workplace as well as interacting with customers with disabilities in person or via phone or internet.
<https://askjan.org/topics/disetiqa.htm>
- *Effective Communication: Disability Awareness and Etiquette Guide*—This document is a guide for Centers for Independent Living and American Job Centers regarding successful communication with people who have disabilities.
http://www.leadcenter.org/system/files/resource/downloadable_version/CIL-LEAD-JAN-Effective-Communication-Guide-WIOA.pdf
- *Real-Time Communication Etiquette for Communicating with Customers with Disabilities*—This document addresses real-time etiquette, which is defined as non-face-to-face synchronous interactions such a phone, internet, and texting. The document provides guidance on general etiquette issues as well as some issues unique to communicating in real-time based on disabilities that may affect this type of communication.
<https://askjan.org/media/eaps/telecap.doc>

Videos

- *CAP (Computer/Electronic Accommodations Program) On-Line Trainings*—This web page links to video modules on disability etiquette, accommodation solutions, and more.
<http://www.cap.mil/NewsEvents/Training.aspx?TrainingType=1>
- *Disability Sensitivity Training Video*—This short video (3 minutes, 40 seconds) intermixes examples of awkward and insensitive communications with tips on communicating with individuals with disabilities.
<https://www.youtube.com/watch?v=Gv1aDEFIXq8>

Websites with Comprehensive Disability Information

ADA National Network—The ADA National Network provides information, guidance, and training on how to implement the Americans with Disabilities Act (ADA). Its services and resources are relevant across all sectors of society such as businesses, employers, state and local governments, architects, disability organizations, and individuals with disabilities whose rights are protected under the ADA.

<https://adata.org/>

Disability and Employment Community of Practice—This is an online learning destination for public workforce system staff and partners, job seekers, community-based organizations, grantees, and the business sector, who provide services and programs to people with disabilities and/or other challenges to employment.

<https://disability.workforcegps.org/>

Disability Employment Initiative (DEI) Grants—Since 2010, DEI grants have been awarded to state workforce agencies to support American Job Centers (AJCs) to improve and enhance career, training, and workforce services for individuals with disabilities. DEI has focused on partnerships and collaboration at the systemic level working across multiple programs and services at the state and local level, along with individual level partnerships through Integrated Resource Team strategies. DEI grants also have focused on Career Pathways as a central tenet of the grant project objective. This website shares extensive technical assistance information and resources on successful strategies for improving AJC and WIOA Title I services for individuals with disabilities.

<https://dei.workforcegps.org/>

Employer Assistance and Resource Network on Disability Inclusion (EARN)—Funded by the U.S. Department of Labor’s Office of Disability Employment Policy, EARN is a comprehensive resource that helps employers tap into the benefits of disability inclusion.

<http://www.askearn.org/>

Innovation and Opportunity Network (ION) Community of Practice—ION is a community of practitioners, program staff, partners, planners, industry leaders, and stakeholders focused on system improvement, capacity building, and excellence in the public workforce system. ION is a national, regional, state, and local alliance that makes available the technical assistance, information sharing, and training needed to implement the vision of WIOA.

<https://ion.workforcegps.org/sitecore/content/sites/WIOA/home>

Job Accommodation Network (JAN)—This is a federally funded resource of free, expert, and confidential guidance on workplace accommodations and disability employment issues. Working toward practical solutions that benefit both employer and employee, JAN helps people with disabilities enhance their employability and shows employers how to capitalize on the value and talent that people with disabilities add to the workplace. JAN’s consultants offer one-on-one guidance on workplace accommodations.

<https://askjan.org/links/about.htm>

LEAD Center—The LEAD Center focuses on promoting innovation in policy, employment, and economic advancement to advance individual and systems level change for all people with disabilities. It provides policy research and recommendations, training, and technical assistance as well as demonstration projects designed to foster wider understanding, adoption, and integration of next-generation employment practices in both the public and private sector.

<http://www.leadcenter.org/>

National Collaborative on Workforce and Disability (NCWD)—NCWD/Youth is a source for information about employment and youth with disabilities. The collaborative’s partners—experts in disability, education, employment, and workforce development—strive to ensure that the site provides the highest quality, most relevant information available.

<http://www.ncwd-youth.info/>

Partnership on Employment and Accessible Technology (PEAT)—PEAT offers online resources as well as networking and collaboration opportunities to engage employers, information technology companies, and organizations interested in expanding the use of accessible technology in the workplace.

<http://www.peatworks.org>

U.S. Department of Labor, Disability Resources—This website provides information on the Department’s offices that support the preparation and hiring of individuals with disabilities. It also links to specific employment-related topics. This site replaces Disability.gov.

<https://www.dol.gov/general/topic/disability>

U.S. Department of Labor, Office of Disability Employment Policy (ODEP)—ODEP offers a comprehensive website that links to its policy and technical assistance resources. The site is searchable by topic.

<https://www.dol.gov/odep/>

Workforce Innovation Technical Assistance Center (WINTAC)—This national center funded by the Department of Education’s Rehabilitation Services Administration (RSA) provides technical assistance to state vocational rehabilitation agencies and related rehabilitation professionals to help them develop the skills and processes needed to meet the requirements of WIOA.

<http://www.wintac.org/>

About the Playlists

This playlist is one of a set of ten. The playlists cover the following topics:

- *Playlist 1: Guidance for WIOA Programs, Service Providers, and Practitioners Working with Individuals with Disabilities*
- *Playlist 2: Including Individuals with Disabilities in Outreach and Recruitment*
- *Playlist 3: Disability Etiquette—Effective Communication with Individuals with Disabilities*
- *Playlist 4: Physical Access for Individuals with Disabilities*
- *Playlist 5: Technology Access for Individuals with Disabilities*
- *Playlist 6: Employer Engagement Strategies to Recruit and Retain Individuals with Disabilities*
- *Playlist 7: Individuals with Disabilities—Partnerships to Support Education, Training, and Employment*
- *Playlist 8: Legislation Relevant to Individuals with Disabilities*
- *Playlist 9: Guidance for Employers and WIOA-Related Service Providers Working with Students with Disabilities*
- *Playlist 10: Guidance for Employers and WIOA-Related Service Providers Working with Veterans with Disabilities*

Who are these playlists for?

These playlists are intended for use by workforce development professionals, employers, rehabilitation services providers, adult educators, and other practitioners. Predominantly federally funded practical resources and tools are included. The complete set of playlists can be found at [https://disability.workforcegps.org/resources/2017/02/15/22/14/The Playlists Disability Resources for WIOA Practitioners](https://disability.workforcegps.org/resources/2017/02/15/22/14/The_Playlists_Disability_Resources_for_WIOA_Practitioners).

Disclaimer

This playlist contains resource materials that are provided for the user's convenience. The inclusion of these resource materials is not intended to reflect their importance, nor is it intended to endorse any views expressed or products or services offered. This playlist may contain hypertext links, contact addresses, and websites to information created and maintained by other public and private organizations, and the contractor does not guarantee the accuracy, relevance, timeliness, or completeness of any outside information. These playlists were developed under contract #ED-VAE-14-O-5014. The opinions expressed in any of these materials do not necessarily reflect the positions or policies of the U.S. Department of Education.