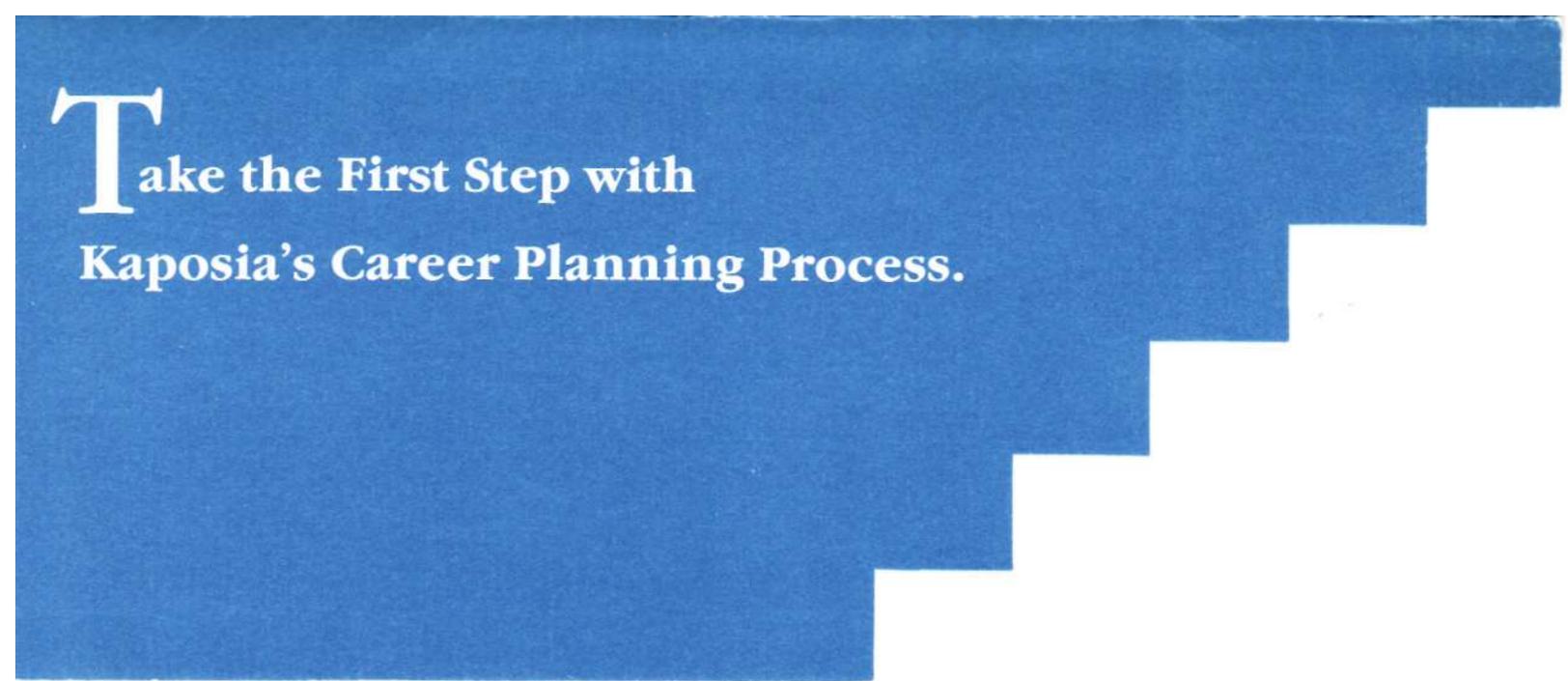


# **Kaposia,inc.**

*Our Workers Work*

380 East Lafayette Freeway South  
Saint Paul, Minnesota 55107-1216  
1-612-224-6974



**T**ake the First Step with  
Kaposia's Career Planning Process.

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## The Five Steps to Successful Supported Employment:



## **career planning is for everyone.**

Individuals with disabilities may need assistance with this important aspect of their lives. Vocational Rehabilitation Counselors assist many individuals in career planning. However, in cases where individuals have limited work experience, or are unable to express their work interests or preferences, or traditional assessments do not provide sufficient information on what an individual can do, another method of evaluation is needed.

One option for a "first step" in the right direction is Kaposia's Career Planning Process.

## **W**hat is the Career Planning Process?

The Career Planning Process is the "first step" of a systematic, positive approach that focuses on the individual's unique interests and preferences, as well as assessing their physical and functional capacities.

The process assists the individual in identifying their reasons for working (outcomes) and builds support teams to help with the achievement of those outcomes.

The process is person-centered from the beginning, in contrast to traditional practices of fitting people into existing or available options (like trying to fit multi-shaped pegs into round holes).

*"A personal thanks for a job well done. Your steady pursuit of what was best for Chris has provided a positive outcome to an unhappy situation."*

*Parent*

*"This Career Planning Process has been very educational for me... much preplanning helped to set my client up for success...it was exciting to be part of such a comprehensive process."*

*County case manager who has been through the process*

*"I feel the Career Planning Process to be very effective in involving the client along with the team members in planning and taking ownership in the desired outcomes. I like the approach of what the*

*Division of Rehabilitation Services counselor who has been through the process*

*"Innovative and individualized planning has been a glaring need in all areas of day habilitation services. Increased accountability to individuals being served is an automatic result of empowering them in the Career Planning Process."*

*Executive director of local Association of Retarded Citizens*

## **H**ow is the Career Planning Process done?

Once the decision is made to pursue the Career Planning Process as an alternative evaluation method and funding is secured, a Support Team is identified with people who know the individual well and are committed to the achievement of career outcomes.

Information is then gathered using Kaposia's Personal Profile in one-to-one, small group or observational exercises. This information is summarized in a report containing background information; a profile of the individual's likes, dislikes, strengths and needs; available resources; barriers to employment; possible outcomes from employment; and potential job sites, types and characteristics.

An action planning meeting of the Support Team and/or other members of the larger Interdisciplinary Team follows to review and reach consensus on the report; rank and standardize outcomes; identify barriers and rank solutions and assign activities to achieve the outcomes and overcome the barriers. All members of the team assume ownership and commitment to the action plans. Specific job sites are identified and recommendations on specific job tasks are made.

Follow-up meetings are scheduled and held to report on progress of action plans and job development activities until the individual is successfully placed in a job that meets the identified outcomes.

**F**or more information about Kaposia's  
Career Planning Process, fill in this card and mail.  
Or call us at 1-612-224-6974.

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

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