

Choose and complete one of the following Job Negotiation Exercises:

1. Susie

You have been assigned to work with Susie who is a wonderful young woman who has downs syndrome and all her life she has wanted to be a secretary lady. Susie lives in a group home and functions as kind of a helper for the staff. Susie has a high-pitched kind of weird voice that makes verbal communication a bit of a challenge. Susie has an iPad and is good at learning sight words that she needs to function. Susie reads at a second- grade level but is a highly determined individual with a smile that can melt your heart. Susie can do some limited typing, and has some basic computer skills, but she does not move particularly fast. Susie in the past has done some basic filing and copying. You have the opportunity to do a two -week internship with Presco Industries through a contact with your board and you better not blow it!!! 😊 Susie reports to Doris Johnson, admin assistant who is mean as a snake and is not a big fan of people with disabilities. Legend has it she once bit a slow-moving intern in the past. “But you know how Rumors go” But Mr. Presco really wants to give her a fair shot but is rarely around. Susie will have the opportunity to try out the following tasks.

- Simple data entry
- Data entry into excel file • Payroll Support
- Paper filing.
- Making Coffee ng
- Keeping the break room clean
- Keeping the refrigerator cleaned up
- Copying large documents and packets for training
- Answering phones
- Directing new staff around the plant
- Running the internal mailboxes
- Delivering mail around the plant
- Making posts to the company website
- Making posts to the companies FB page
- Helping organize weekly social events for the company
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Most of the staff know that know that Doris Johnson is a piece of work and are rooting for Susie to succeed. You have two weeks to at 50 hours to help Susie attain competence at as many tasks as possible. At the end of two weeks you have a meeting with Doris who runs her department and Mr. Presco about the possibility of employment. They will need to know what tasks have been taught at what quality and efficiency. They will want to know what days, hours

and pay you are advocating for. Remember this will be a negotiation, and Doris Johnson has a fragile ego. Good Luck

2. Jessica

You have been assigned to work with Jessica who likes to work in the garden with her parents. Jessica does not communicate with words but uses an iPad and some simple signs. Jessica does not read and has limited math skills. Jessica is a woman of smaller stature and works out a health club and loves to lift weights. Jessica has a strong work ethic and love's getting dirty and has an eye for detail. You and Jessica have the opportunity to do an informational interview and a five -day internship at Johnson's Nursery. Here is the list of tasks that Jessica will have the opportunity to attempt to learn. Figure out based on what you currently know what tasks you think you can teach her. At the end of five days you will have the opportunity to put together a job carving proposal. Good Luck:

- Shoveling Compost
- Cut Flowers
- Wrap Flowers
- Move Shrubs
- Move Small Tree's
- Grow and Transfer Bulb's
- Water Plants
- Feed Fish in the pond
- Run Cash Register
- Weeding Flower beds
- Potting Plants
- Unloading Supply Trucks
- Order Plants
- Load Cars and Trucks
- Split Wood
- Stock Shelves
- Stock Topsoil

Jessica is interested in five days a week but volunteers at a Museum on Wednesdays and does not want to give it up. Johnson's really enjoys Jessica, but they are a small business with not a ton of business. Develop an employment proposal specifying hours requested, tasks to be performed and a proposed starting wage. Jessica does qualify for job coaching but gets along well with the staff. Have Fun!!!

3. Ted

You have been assigned to work with Ted. Ted attends a day program and lives in a group home. Ted is a big strong guy and has anger issues. Ted does not use verbal communication but is effective with texting. Ted hates being secluded and has a behavior plan for getting angry

and breaking things. Ted spends weekends with his brother who he really looks up to. Ted is happiest when he is out- doors and working in the yard cutting grass, raking, and weeding. Steve likes weed wacking but is kind of hard on equipment. Ted has a possible opportunity for a Plan for Achieving Self Support worth up to \$12,000 for something to help him get a job or own a business. Ted hates living in a group home and would love to get his own apartment. You have built a relationship with Susavage Landscaping and have convinced Chris Susavage to give Ted a 40-hour job try out funded by DORS. Chris is concerned that Ted does not have a driver's license and he is not sure about his ability to get along with coworkers.

- Run a motorized weed whacker
- Run a push mower
- Run a small riding mower
- Trim bushes
- Shovel topsoil
- Remove old mulch
- Lay fresh mulch
- Cutting and laying sod
- Fertilizing lawns
- Planting Flowers
- Edging side walks
- Planting bushes
- Hand weeding
- Digging fishponds
- Power wash side walks

At the end of two weeks you will have the opportunity to possibly negotiate a position with Susavages. Chris will want to know what tasks you were able to teach Chris and how best to supervise him. If you are going to ask Chris to hire Ted, he will want to know how many hours on which days and starting salary.

4. Steve

You have been assigned to work with Steve who has an interest in working in the culinary field. Steve has had some training at the local voc tech. Steve is very close with his family and enjoys special Olympics, which means a great deal to him. Steve often attends tournaments that take him away for long weekends that he does not want to give up. Steve is 6'2" and is scrappy and strong. Steve does not speak clearly but is very effective with non-verbal cues. Steve has good basic math skills and is good at texting. Steve is labeled with a moderate intellectual disability and has some autistic tendencies. Steve is an early riser and really enjoys baking with his mother. For his graduation present his family kicked in and bought him a fancy cake decorating contraption where you can take someone's picture and put the design on a cake that has been

very popular. Through a connection with his church he has been granted a two- week 60-hour internship working at George's Bakery. George is a retired Marine who is a straight shooter, very serious and doing this as a favor for his wife. George is not sure if they need any additional staff and has committed to the internship with no promise of hiring.

You will be working with George who will have the opportunity to learn the following tasks. George's wife is on a short lease with this but will to be somewhat available to help with some of the teaching.

- Mix bread dough
- Fry donuts
- Clean Tables
- Decorate Cakes
- Decorate donuts
- Stock Shelves
- Weigh doe
- Clean pans
- Turn on Ovens
- Turn off Ovens
- Take ingredients out of the cooler
- Stocking the coolers with no ingredients
- Slice Bread
- Wrap Product Making Cookies
- Decorating Cookies

At the end of the two weeks you will have to opportunity to possibly negotiate a position for George. You will have several strategies to possibly use including job carving, additional internship hours, resource ownership, business within a business. You will need to tell George what tasks Steve has attained mastery of the number of hours requested, days, hours per day and a starting wage. George is not open on Mondays but is very busy on the weekends. Good Luck!!!!