

# Succeeding on the Job: Using Technology to Boost the Skills Employers Want

**Hand-out for August 30, 2017 Webinar**

**Center on Technology and Disability (CTD)**

<https://www.ctdinstitute.org/>

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- **Center on Technology and Disability** offers a wealth of information on assistive technology through its library of resources, webinars, and online courses.
- **PACER Center** is a parent training and information center for families of children and youth with all disabilities from birth to young adults. A project of PACER, the **Simon Technology Center (STC)** is dedicated to making the benefits of technology more accessible to children and adults with disabilities.
- **Assistive Technology (AT) is:**
  - ...Any item, piece of equipment, or product system that is purchased commercially off the shelf, modified, or customized
  - ...And is used to increase, maintain, or improve the functional capabilities of a person with a disability.

- Accommodations and AT supports in the workplace typically address:
  - ◆ Increased autonomy
  - ◆ Productivity
  - ◆ Access to physical environment
  - ◆ Access to information and tools, including computers
  
- Important competencies of potential users of assistive technology include –
  - Awareness of:
    - ◆ Technology: Gather information on the types and features of AT.
    - ◆ Disability: Identify the strengths you can capitalize on and the limitations for which you need to compensate.
    - ◆ Job Tasks: Identify the essential functions of the job and the tasks AT will need to assist you in accomplishing.
    - ◆ Training: Determine how the device operates and who can instruct both the user and co-workers.
    - ◆ Maintenance Options: Gather information on the AT to be implemented and evaluate its durability, maintenance, and repair schedules.
    - ◆ Funding Options: Determine who is responsible for paying for a device and identify potential sources of funds for the purchase of AT.

(From article: "Workplace personal assistance service and assistive technology"  
<http://www.worksupport.com/documents/workplacePAS.pdf>)

## Skills Employers Want/Skills Needed on the Job

### Employers want you to:

- **Have a positive attitude**
  - Get enough sleep –
    - **Bedtime reminder** on iPhone clock app
    - **Sleep Cycle Alarm Clock app**, iOS & Android, 1 month free trial, \$29.99/yr
      - ◆ Analyzes your sleep and wakes you up in the lightest sleep phase
      - ◆ <https://www.sleepcycle.com/>
  - Maintain healthy life balance
    - **MindShift app**, iOS & Android, Free
      - ◆ App designed to help teens and young adults cope with anxiety

- ◆ <https://www.anxietybc.com/resources/mindshift-app>
  - **Pacifica – Anxiety, Stress, & Depression Relief app**, iOS & Android, Free
    - ◆ Tools to help you relax and track changes in mood, sleep, exercise, and medication
    - ◆ <https://www.thinkpacifica.com/>
  - **Spire wearable device**
    - ◆ Breath and activity tracker to decrease stress
    - ◆ <https://spire.io/>
- **Arrive to work on time**
  - Get up on time – **Alarmy app**, iOS & Android, Free
    - Alarm clock that requires tasks in order to stop
    - <http://alar.my/>
  - **Calendar reminders** for shifts on smartphone
  - Going to work checklist – **Wunderlist app**, iOS & Android, Free
    - Lists synced across devices, with reminders
    - <https://www.wunderlist.com/>
  - Create a morning routine plan – **Timewinder app**, iOS & Android, Free
    - Countdown timer to help you get out the door on time
    - <http://www.widgetrevolt.com/products/timewinder/#.WKxrh4WcEdU>
- **Communicate well with others**
  - **QuickCues app** – Communication module, iOS, \$4.99
    - Provides help with conversations at school or work, listening, and talking on the telephone
    - <http://www.fraser.org/Resources/Products/QuickCues.aspx>
  - Use dictation to do email
  - **Activocal Wear Personal amplifying device**
    - Wearable device that amplifies audio into personal earbuds
    - <http://activocal.com/wear/>
  - **Grammarly**, Free extension on Chrome, Safari and Firefox
    - Tool that checks spelling and grammar and offers corrections on all writing
    - <https://www.grammarly.com/1>
- **Be organized and manage tasks**
  - Use **reminders** on your phone
  - **Apple Watch**, \$269

- Apple's smartwatch that syncs with your iPhone and offers the benefit of a wearable device for reminders and other app features
    - <https://www.apple.com/watch/>
  - **Toodledo app**, iOS & Android, Free
    - Task list with priority level, due date, space for notes, and customizable settings
    - <https://www.toodledo.com/>
  - **Google Keep app**, iOS & Android, Free
    - Post-it note type layout with syncing notepad that connects to Google Drive
    - <https://keep.google.com/>
  - **Evernote app**, iOS & Android, Free
    - Save and organize lists, notes, websites, articles, and photos across platforms
    - <https://evernote.com/>
- **Be reliable, focused, and manage your time well**
- App that reminds you to stand up and stretch - **Stand Up! The Work Break Timer app**, iOS, Free
    - <https://www.raisedsquare.com/standup/>
  - Schedule for work & take breaks - **30/30 app**, iOS, Free
    - Easy-to-use sequence timer for tasks with customizable colors, icons, and labels
    - <http://3030.binaryhammer.com/>
  - Manage your phone use - **Break Free app**, iOS & Android, Free
    - Monitors phone and app usage and tracks how addicted you are to your phone and apps
    - <http://www.breakfree-app.com/>
  - Gain awareness of how you use your time - **Life Cycle app**, iOS, Free+ (Available for iPhone and Apple Watch)
    - Automatically keeps track of your time (daily activities and places you go) and shows data in colorful pie chart.
    - <http://www.northcube.com/lifecycle/>
  - Help with focus - **White Noise app**, iOS & Android, Free
    - Offers range of nature sounds with accompanying image to help you relax
    - <http://www.tmssoft.com/white-noise/>
  - If using a computer at work, you can improve your access & efficiency
    - **Alternative keyboards**
      - ◆ **Microsoft Ergonomic 4000 Keyboard**
      - ◆ **Multicolored Big Keys Plus w/Keyguard**
    - **Adaptive mice**

- ◆ **BIGtrack trackball mouse**
- ◆ **Logitech t650 Wireless Rechargeable Touchpad**

➤ **Have appropriate behavior & social skills for the workplace**

- **QuickCues app – On the Job** module, iOS, \$4.99
  - Social script cues for office conversation, handling conflict, and interacting on a team
  - <http://www.fraser.org/Resources/Products/QuickCues/QuickCues-Script-Lists>
- **Social Skills Pro app**, iOS & Android, \$2.99
  - Social skills and communication training program
  - <http://www.socialskillspro.com/>

➤ **Be able to follow directions**

- Record verbal directions – **Recordium – Free Voice Recorder app**, iOS, Free
  - <https://www.facebook.com/Recordiumapp/>
- **Livescribe Echo Smartpen**
  - <https://store.livescribe.com/>
- Take a picture of written directions or a visual task with your phone
- Break task into smaller steps – **Trello app**, iOS & Android, Free
  - <https://trello.com/home>
- Translation apps to support English Language Learners – **iTranslate app**, iOS, Free or extension
  - <https://www.itranslate.com/>

➤ **Learn new job skills**

- **CanPlan – Task Manager app**, iOS, Free
  - Create tasks in simple steps with photo and video instructions
  - <http://www.canassist.ca/EN/main/programs/technologies-and-devices/at-home/canplan.html>
- **MasterTask app**, iOS, Free
  - Or other video modeling apps, such as iModeling
  - Coach creates visual task instructions for work with videos
  - <https://itunes.apple.com/us/app/mastertask/id796423724?mt=8>
- Learn a new language – **Memrise app** – iOS & Android, Free
  - Fun app for learning a language in 10 minutes a day
  - <https://www.memrise.com/>
- Tools for specific career pathways, such as:
  - Medical assistant or home health care

- ◆ **Nursing Central app** – iOS, Free
- ◆ <https://nursing.unboundmedicine.com/nursingcentral>
- Increase your knowledge – **Khan Academy**, free app or website
  - Wide range of free classes and lessons on many topics
  - <https://www.khanacademy.org/>

*Thank you for joining us today!*



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