

# Beyond Inclusion



**HANDBOOK**

for SMEs



## Employability for persons with disabilities



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# Beyond Inclusion



## AUTHORS

M. Begoña Arenas and Ana-Maria Covaci

## EDITOR

M Begoña Arenas

## PARTNERS



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### INTRODUCTION

#### THE BEYOND INCLUSION PROJECT

BEYOND INCLUSION „**Beyond Inclusion: Employability for persons with disabilities**” is an Erasmus + Strategic Partnerships project, with project number: **2020-1-RO01-KA204-080215**.

It focuses on **the important role of the labour-market side (in terms of its employment providers) in promoting employment opportunities for people with disabilities**.

It looks into **equipping SMEs** (especially micro and small enterprises), including Human Resources departments and recruiters as well as business consultants responsible for recruiting, hiring, retaining, and promoting employees **with a set of tools and practices** (openly and freely available online in an e-learning and e-consulting format) **that will help them to acknowledge and reap the benefits of including disabled people in their work-force, beyond the ‘philanthropy – social responsibility – law abiding’ nexus**.

Moreover, it will provide **persons with disabilities (as end beneficiaries) with a structured approach, tools, practices and methodologies** (e-learning adapted to learning capabilities) **to demonstrate, acquire and further develop job skills** (including job seeking skills, selfmarketing, job expectations,

selfpresentation skills), as well as transferable soft skills for professional development at the workplace.

It is being implemented in Romania, Bulgaria, Greece, Spain, and Cyprus by a mixed partnership to bring in knowledge in the fields of support for persons with disabilities, professional development, and business consulting.

The project is structured in **4 Intellectual Outcomes**, namely:

**IO1:** A methodological framework for the development of learning material for SMEs and persons with disabilities for social inclusion and benefits for SMEs

**IO2:** Beyond inclusion: Digital training modules for SMEs and persons with disabilities for a disability-inclusive workforce

**IO3:** Beyond Inclusion testing courses and Handbook for SMEs actors

**IO4:** Policy recommendations for social inclusion of persons with disabilities through employability: The role of SMEs and good practices of the Beyond Inclusion intervention



## ABOUT THIS DOCUMENT

This handbook has been implemented in the frame of the IO3 of the Strategic Partnerships project „**Beyond Inclusion: Employability for persons with disabilities**”, Project number: **2020-1-RO01-KA204-080215**.

The Handbook is intended to serve as **guide to SME staff** with two main objectives:

- The **pedagogical aspect of the training provision** accounting for the main axes of the methodological framework of the developed training material and the learning path connecting the 2 modules and their units in one training offer that can be followed either in a linear fashion or on demand by SME staff.

- The technical aspects of the training provision as available online and how to better exploit the online material for supporting SMEs to approach “disability” in a positive way and the ways to create an inclusive work environment.

The **handbook** is organised in 2 chapters: the structure of the Beyond Inclusion training provision and how to use the training provision:

**Chapter 1** focuses on the training provision, using the platform, for SMEs and key actors in recruitment and hiring of personnel and presents a description of all modules.

**Chapter 2** presents the structure of the training materials available on the platform:

- the 2 modules to support SMEs to approach “disability” in a positive way and the ways to create an inclusive work environment, and,
- the 4 modules of the learning materials for persons with disabilities to promote inclusion aimed at functioning as a skills-development tool responding to SMEs needs.

## CHAPTER 1. THE BEYOND INCLUSION TRAINING PROVISION FOR SMES AND KEY ACTORS IN RECRUITMENT AND HIRING OF PERSONNEL: STRUCTURE

The Beyond inclusion training provision is divided onto:

### For SMEs - 2 modules:

- **Module 1:** Benefits for SMEs
- **Module 2:** Into action: Steps towards the creation of a disability inclusive workforce

### For persons with disabilities - 4 modules:

- **Module 1:** About myself
- **Module 2:** Disability and the job market
- **Module 3:** Self-presentation and self-marketing
- **Module 4:** At the workplace

We will include in this guide a description of all modules so that SMES can:

- Guide the human resources departments and recruiters as well as business consultants responsible for recruiting, hiring, retaining, and promoting employees into the benefits and the steps towards the creation of a disability inclusive workforce

- Provide their workforce with disability (or candidates) with specific training about how they can better know themselves, better understand how the job market works, get self-presentation and self-marketing skills and how to deal with the workplace.

## 1.1 FOR SMES

Addressing human resources departments and recruiters as well as business consultants responsible for recruiting, hiring, retaining, and promoting employees into the benefits and the steps towards the creation of a disability inclusive workforce.

### Module 1 – Benefits for SMEs of a disability inclusive workforce.

#### SHORT DESCRIPTION

You will be able to approach “disability” in a positive way by discarding existing misperceptions and stereotypes by the end of the module. Understanding the “what” and the “how” will help remove barriers when employing persons with disabilities while also helping your organisation to strive by increasing your company's reputation and image. You will also find out about what existing legal frameworks say about including persons with disabilities in your workforce and about what kind of incentives and grants are available to do so. This module is about “benefits” so start benefiting now from an inclusive and diverse workforce!

#### LEARNING OUTCOMES

- Cultural factors, issues, misperceptions, and stereotypes which lead to rejection and isolation of people with disabilities
- The factors and challenges that limit the entry of persons with disabilities into the labour market.
  - The advantages and benefits for your company when hiring people with disabilities from improving the company's reputation and image to increasing the consumer market and revenue.
  - How to create an inclusive and diverse workforce and gain a source of high-quality work by hiring persons with disabilities
  - Government guidelines and initiatives such as legal frameworks, the rights of persons with disabilities, accessing incentives.

#### UNITS

- **Unit 1:** What limits the entry of persons with disabilities into the labour market?
- **Unit 2:** Benefits of hiring people with disabilities by looking at all labour markets
- **Unit 3:** Responding to government guidelines and initiatives
- **Unit 4:** Basic readings, resources, documents

### Module 2 – Into action: Steps towards the creation of a disability inclusive workforce

You will discover why it is important for SMEs to include persons with disabilities in their workforce. You will find out that what in general “we think” about persons with disabilities is not “what it is”. But how can SMEs move forward to this unknown path and include persons with disabilities in their workforce? Easy to say, hard to do.... or maybe it isn't it so hard, after all?

- Adapt the work environment for the inclusion of persons with disabilities
- Apply teleworking as an alternative form of employment, understanding pros and cons
- Apply inclusive practices in your company, exploring training programmes for employers

- **Unit 1:** Creating the right work environment and providing workplace flexibility
- **Unit 2:** Workplace mentoring
- **Unit 3:** Personnel Strategy
- **Unit 4:** Basic readings, resources, documents



## 1.2 FOR PERSONS WITH DISABILITIES

Addressing workforce with disability (or candidates) with specific training about how they can better know themselves, better understand how the job market works, get self-presentation and self-marketing skills and how to deal with the workplace.

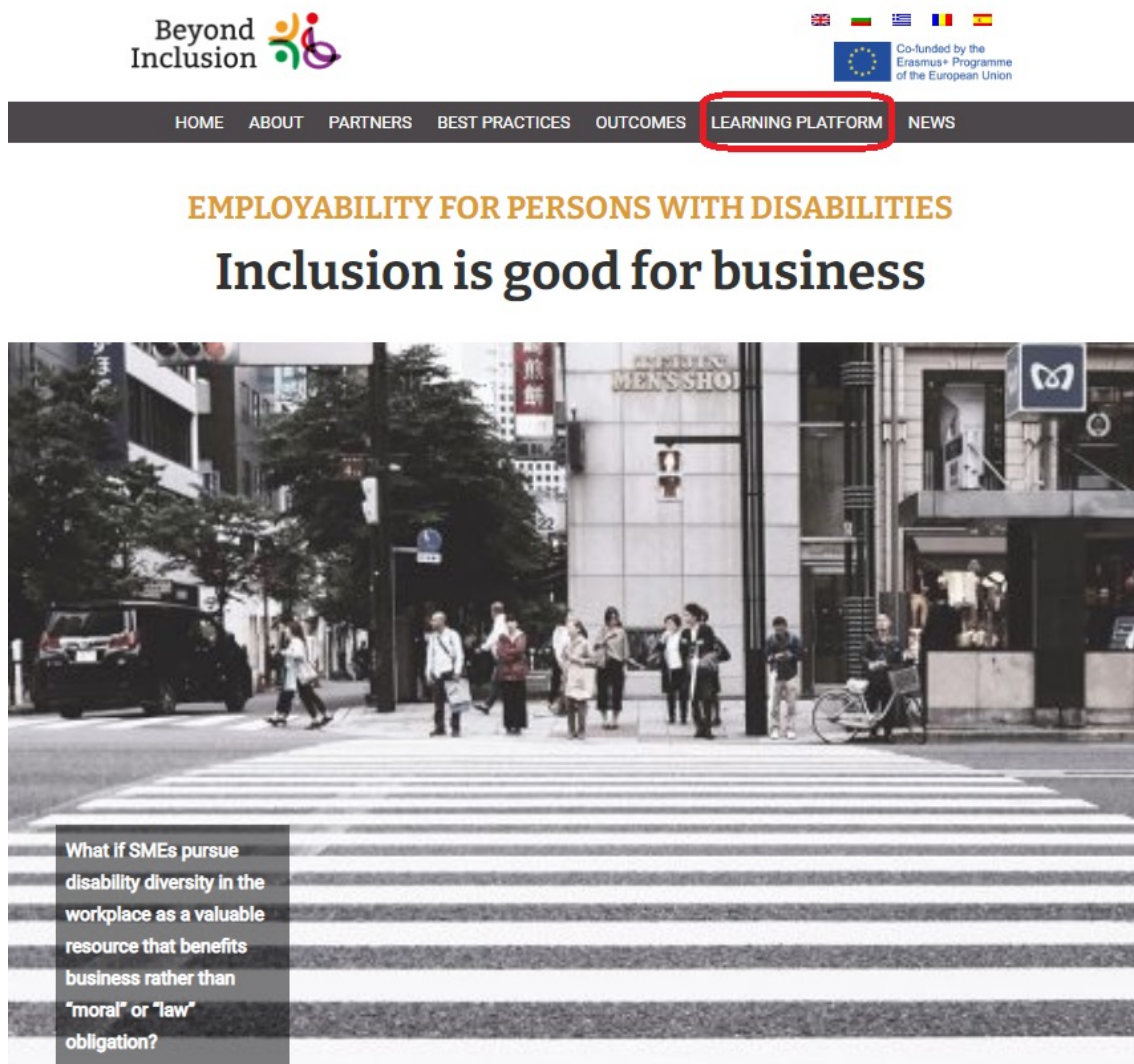
	<b>Module 1: About myself</b>	<b>Module 2: Disability and the job market</b>	<b>Module 3: Self-presentation and selfmarketing</b>	<b>Module 4 – At the workplace</b>
<b>SHORT DESCRIPTION</b>	<p>You are looking for a job. But who are you? Do you really know who you are? Probably, you have heard people talking about skills, traits, values. But what are all those? And most importantly what are all those to you? Before delving into the “how”, we need to discover the “who” and the “what”. Instead of discovering straight away “how you will get a job”, we will find out “who” you are and “what” you want. This is the most difficult task, since it is not a set of guidelines that you need to follow strategically towards success, but more or less, it is a deep exploration of yourself. Therefore, Module 1 is all about yourself. You are the starting point in this journey. Bon Voyage!</p>	<p>What is a job? How do you find your ideal job that matches to your lifestyle, your skills and your qualifications? Your journey started by learning more about “who” you are and “what” you want. Now it will continue with the “how”. “How you will get a job” is answered in this module presenting you with guidelines that will help you to follow strategically your path toward success. Module 2 is about finding your place on the job market. All you need to know about available strategies you can find here.</p>	<p>You know by now how you can get a job. But what about how you can shine? You are unique! So, use the tools and strategies available to your advantage. It’s really all about how you present yourself so you can be visible to others. Module 3 is about self-presentation and self-marketing. Use your identity to convince and impress.</p>	<p>Are you aware of your skills-set? Or about how can they support your path to success? What about tackling discrimination or dealing with the expectations of others? Here you can explore this topics to end your brief journey beyond inclusion and make your dream job a reality. Either if you start a career or you intend to change your current one, continue developing your skills. Module 4 is about skills and how to identify and apply them. It’s also about creating a safe work environment for you.</p>
<b>LEARNING OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Identify your life skills</li> <li>• Develop your life skills further</li> <li>• Identify your personality traits using the 5-factor model</li> </ul>	<ul style="list-style-type: none"> <li>• Use a job description to determine whether the role is in line with your skill set and whether it is a job that you want to do</li> </ul>	<ul style="list-style-type: none"> <li>• Promote the value in you and understand what motivates you</li> <li>• Improve your self-awareness and self-advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Learn about skills - soft skills and hard skills beyond the disability restrictions</li> <li>• Identify and present your job-related skills and talents</li> </ul>

1.2 FOR PERSONS WITH DISABILITIES

	Module 1: About myself	Module 2: Disability and the job market	Module 3: Self-presentation and selfmarketing	Module 4 – At the workplace
<b>LEARNING OUTCOMES</b>	<ul style="list-style-type: none"> <li>Delve into your personality traits</li> <li>Make good use of your personality traits when in search for a job</li> <li>Reflect on your personal values and discover</li> </ul>	<ul style="list-style-type: none"> <li>Match your life skills, personality traits, personal values and interests to the job</li> <li>Use available job search methods to your advantage</li> <li>Determines the steps you need to follow a career path</li> <li>Become familiar with available career exploration paths</li> </ul>	<ul style="list-style-type: none"> <li>Promote disability awareness all around</li> <li>Enhance your presentation skills to market yourself, your skills and experience</li> <li>Strengthen your image and reputation as a professional in the job market</li> <li>Find about the tools and strategies you need to improve your chances – CV, cover letter and interview</li> </ul>	<ul style="list-style-type: none"> <li>Increase your awareness about your strengths and weaknesses</li> <li>Learn how to deal with stereotypes and the expectations of others</li> <li>Become more open about your disability to employers and peers</li> </ul>
<b>UNITS</b>	<p><b>Unit 1:</b> My life skills  <b>Unit 2:</b> Personality Traits and Inventory  <b>Unit 3:</b> Personal Values  <b>Unit 4:</b> Interests  <b>Unit 5:</b> Basic Readings, resources, documents</p>	<p><b>Unit 1:</b> Identification of jobs and job matching  <b>Unit 2:</b> Job search methods  <b>Unit 3:</b> Career exploration  <b>Unit 4:</b> Basic readings, resources, documents</p>	<p><b>Unit 1:</b> Self-presentation skills  <b>Unit 2:</b> Applying for a job  <b>Unit 3:</b> Basic readings, resources, documents</p>	<p><b>Unit 1:</b> Job skills vis-à-vis disability  <b>Unit 2:</b> Focus on soft skills  <b>Unit 3:</b> Dealing with the expectations of others  <b>Unit 4:</b> Basic readings, resources, documents</p>

## CHAPTER 2. HOW TO USE THE BEYOND INCLUSION TRAINING PROVISION

The Training provision can be accessed via the Beyond Inclusion project website as shown in figure 1: <https://beyond-inclusion.eu/>



*Image 1 Access to the training platform from the Beyond inclusion website*

## 2.1 THE STRUCTURE OF THE E-PLATFORM

### 2.1.1 ACCESS AND REGISTRATION

a. The e-Platform is accessible via the following link: <https://beyondinclusion.eu/learning-platform/>

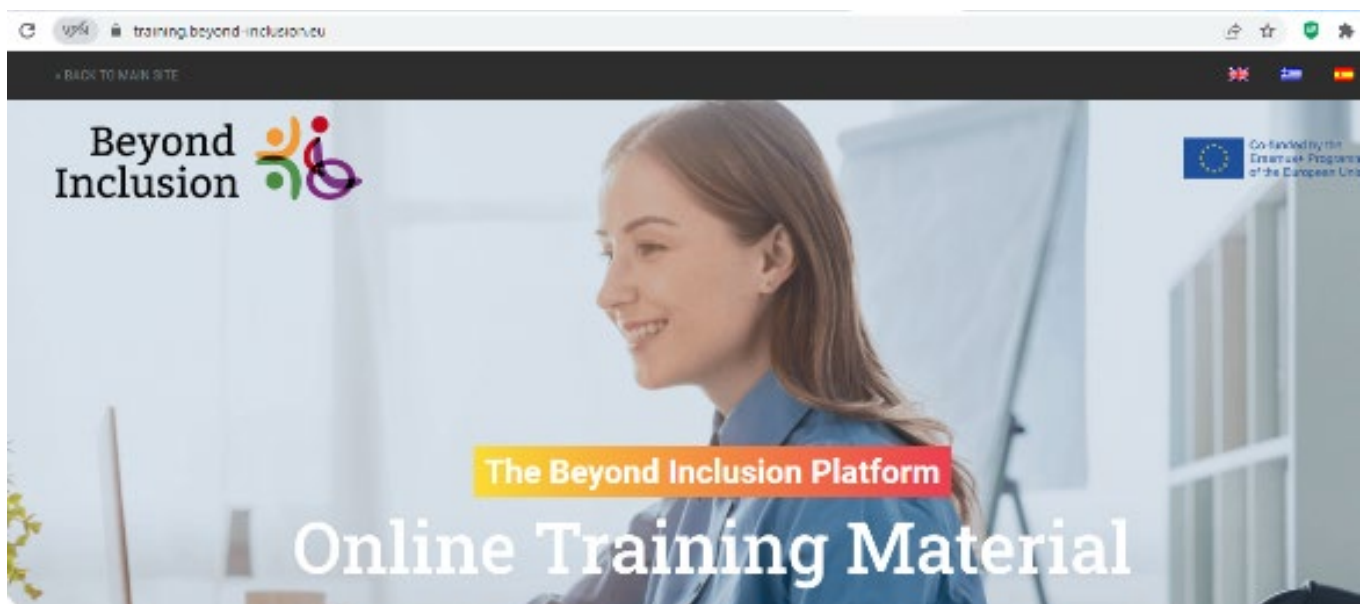


Image 2 Landing page of the training platform

b. To access the training material, either as an SME representative or a person with disabilities click **"ENTER THE PLATFORM"** as shown in Image 3

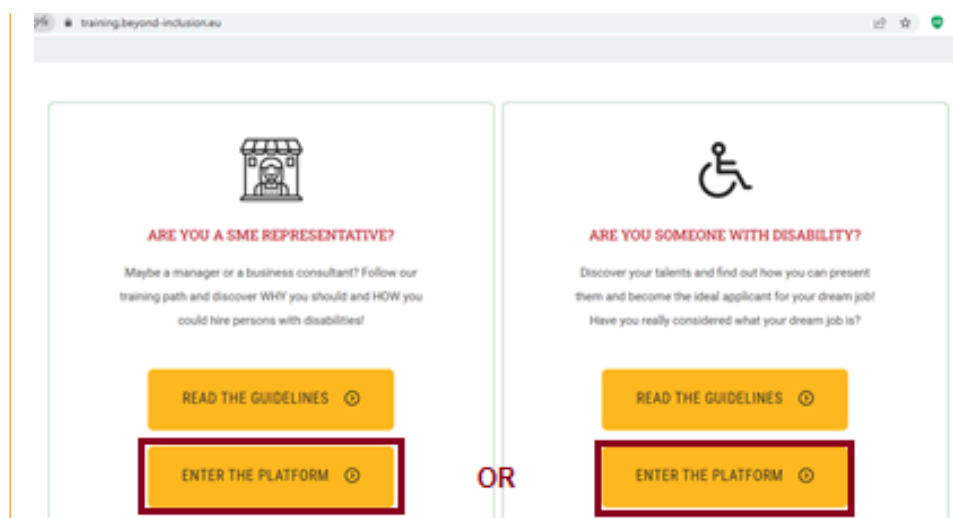


Image 3 Accessing the training materials

## 2.1 THE STRUCTURE OF THE E-PLATFORM


### 2.1.1 ACCESS AND REGISTRATION

c. The Platform is offered in 5 languages EN, GR, EL, RO, BG.



Image 4 Platform languages

d. To enroll the course to view the content register and login to your account.  
To register and access the platform content, follow these steps:

- i. Click on  on the left as shown in Image 3
- ii. Click on "login" (Image 5)

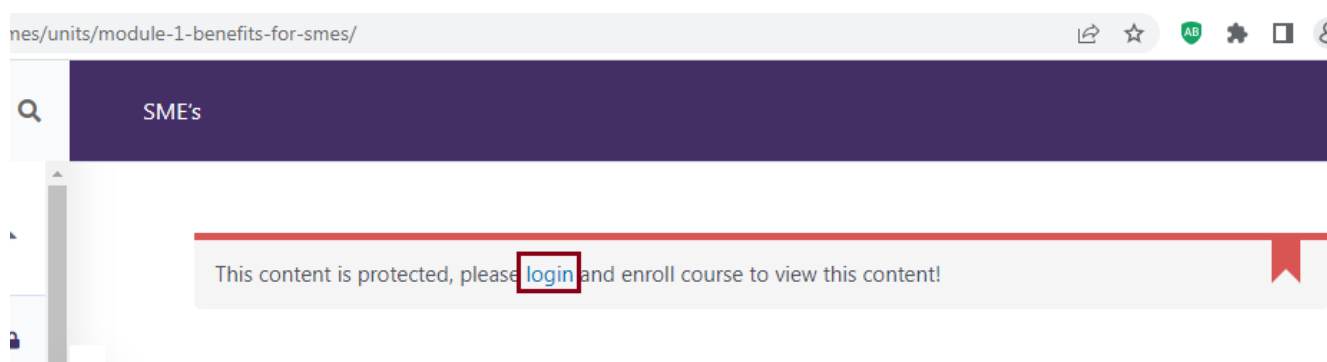


Image 5 Login page

iii. Then click on **"Register"** at the bottom of the login page (Image 6).

In order to familiarize further with the registration process, follow this [link](#) and watch the video



Image 6 Registration page landing

iv. Enter a preferred username and a valid email address. Then click on **"Register"** (Image 7).

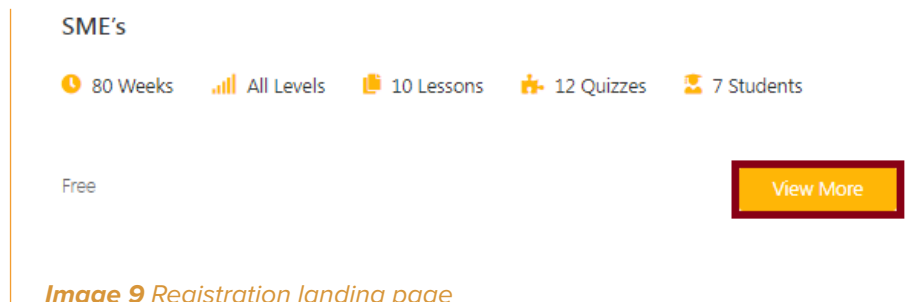
Image 7 Registration page

v. You will receive an automatic confirmation email (Image 8).

Image 8 Confirmation email

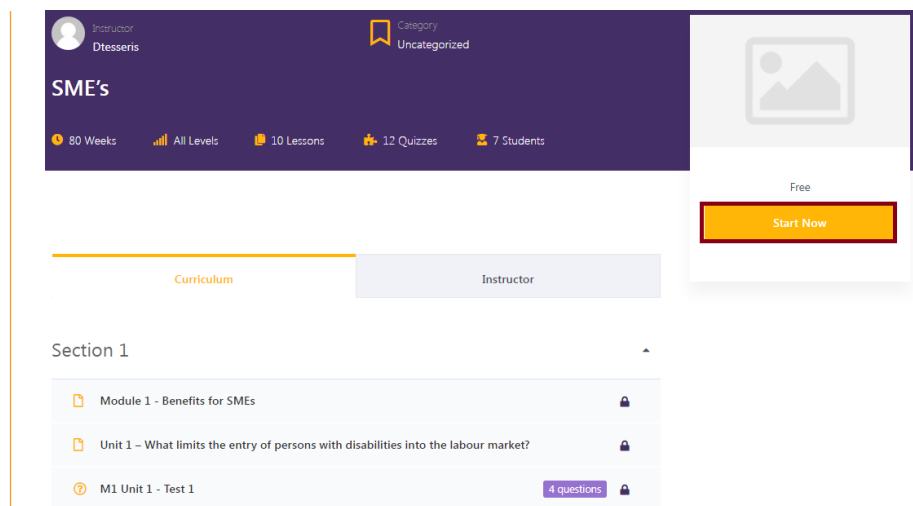
## 2.1.2 NAVIGATING THE COURSE FOR SMES

Once you are registered, to access the training material click **View More** as shown in Image 9.



*Image 9 Registration landing page*

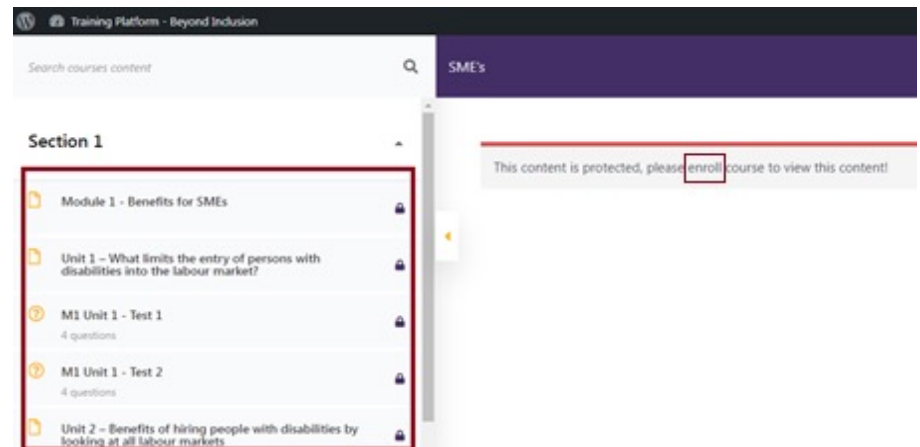
The offered structure of the modules appears. Click **Start Now** to access the content (Image 10).



*Image 10 Structure of modules first time access via registration page*

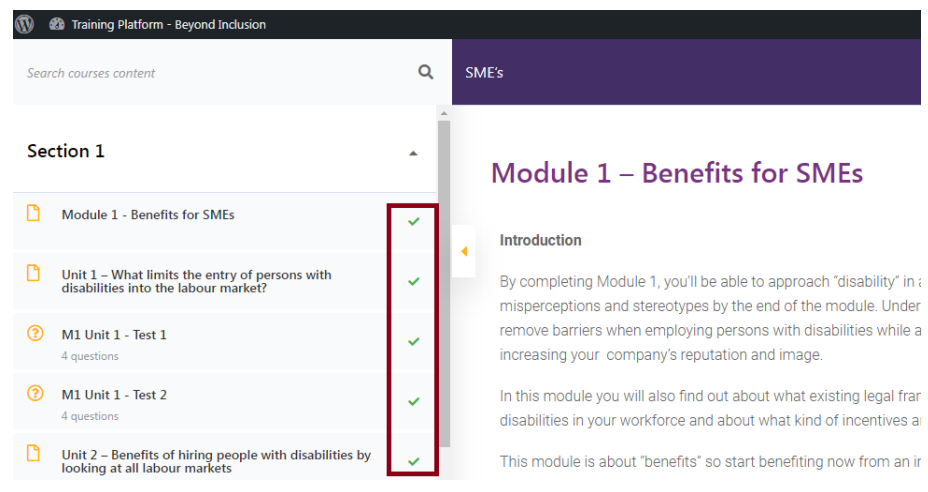
Alternatively, if you have an account, login into your account as shown in Image 5. To access the content, click on **enroll**, if asked (Image 11). When previously enrolled you will skip this step and the modules will be readily available (Image 9).

iii. Then click on **"Register"** at the bottom of the login page (Image 6).



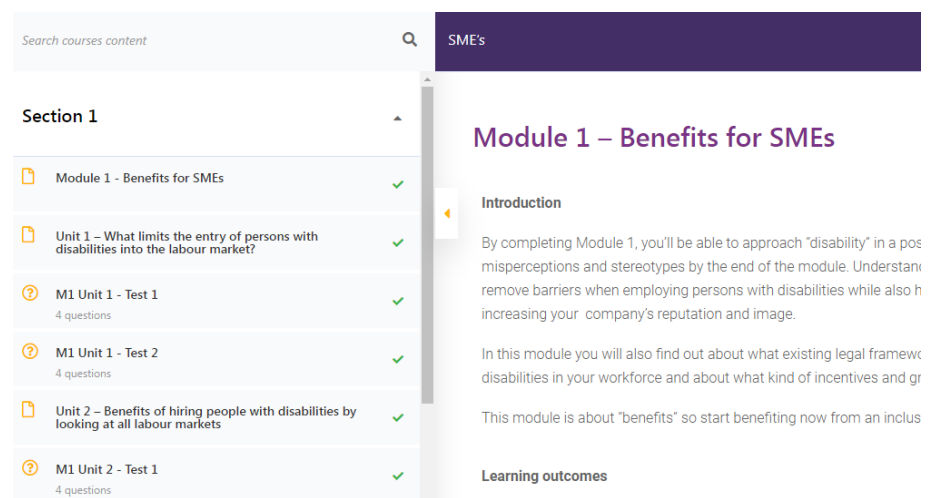
**Image 11** Structure of modules first time access via login page

From the **left menu** you can access each content directly by clicking on the individual units (Image 9). **Keep in mind** that when accessing the course for the first time it is recommended to pass each unit in order.



**Image 12** Structure of modules

Each module contains an **Introduction** (Image 13) and **4 Units**.



**Image 13** Module introduction example



**Units 1 to 3** contain each **2 Tests** at the end of the Unit (Image 14). **Unit 4** for each module contains a **library of resources** for further reading to enhance your knowledge around the topics presented in the Module (Image 15).

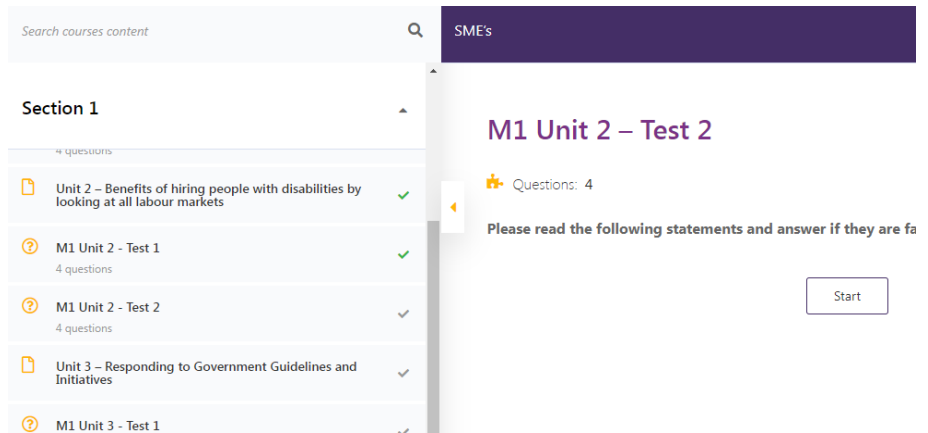


Image 14 Test page example

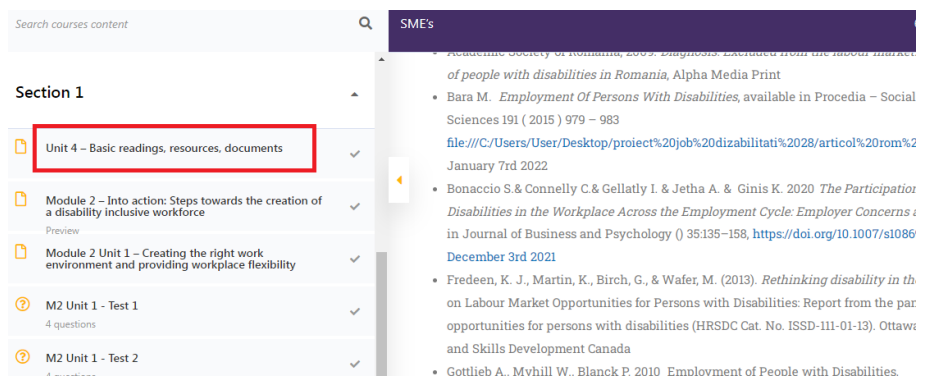
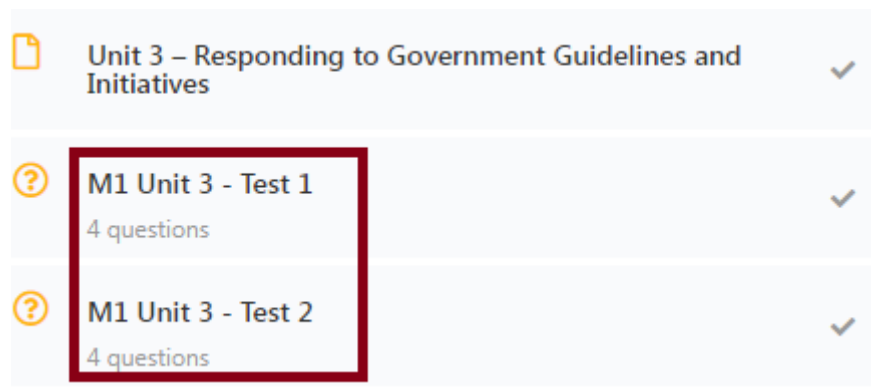


Image 15 Unit 4 Basic readings, resources, documents example

Each unit is organized in subunits as shown in **Figure 1 Learning material for SMEs content tree – Module 1** and **Figure 2 Learning material for SMEs content tree – Module 2** in **Section 2.2** of this Handbook.

## 2.1.3 TAKING THE TESTS

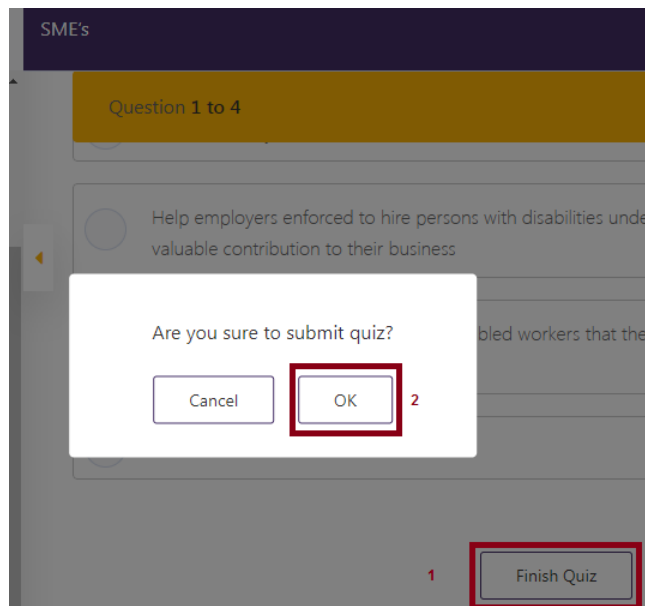
At the end of the **Unit**, you will have the opportunity to check the knowledge you have acquired by answering two tests (Image 16).



*Image 16 Tests at the end of the units, example*

Each test is comprised of 4 questions:

- The first test will ask you to **click the right answer** while the second one will ask you to **read the statements and answer if they are false or correct each time**.
- To start each test, click on **START**. After answering the questions click on **FINISH**. A confirmation window will appear. Select **OK** to submit your answers (Image 17).



*Image 17 Submitting test answers*


Your results will be displayed giving you the opportunity to **REVIEW** your answers (Image 18).

Passed ✓

Time spent	00:06:24
Points	1 / 4
Questions	4
Correct	1
Wrong	3
Skipped	0

Review

*Image 18* Review test answers

In order to familiarize further with the platform features and content, follow this [link](#) and watch the video 

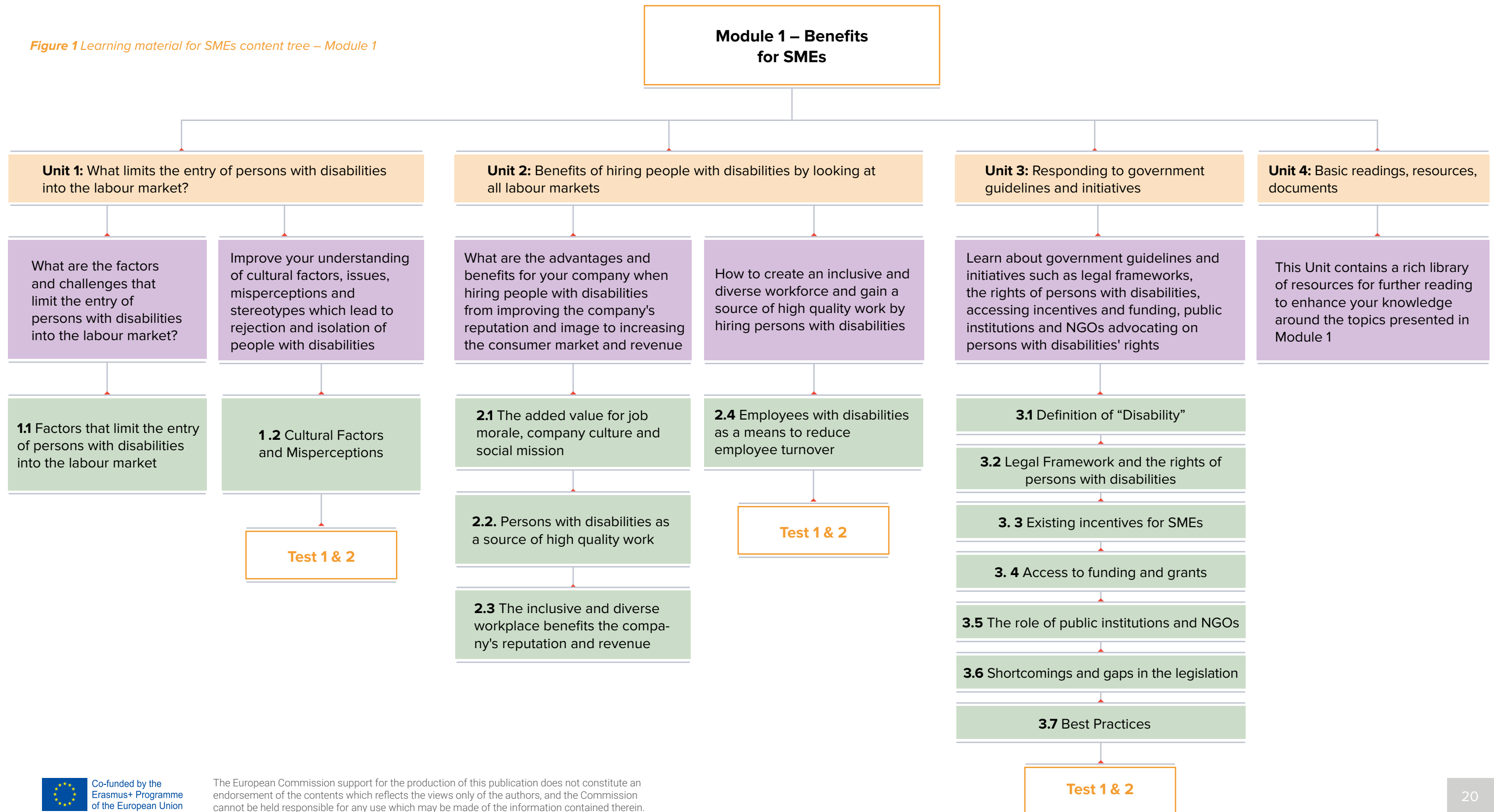
## 2.2 THE BEYOND INCLUSION MODULES

In this section you can find the content trees for each module to help you navigate the course (Figure 1 & Figure 2).

Moreover, to help you encourage participation and assist your employees in their selfdevelopment, a content tree for the 4-modules available on the platform for the learning material for persons with disabilities is presented in this Handbook (Figure 3).

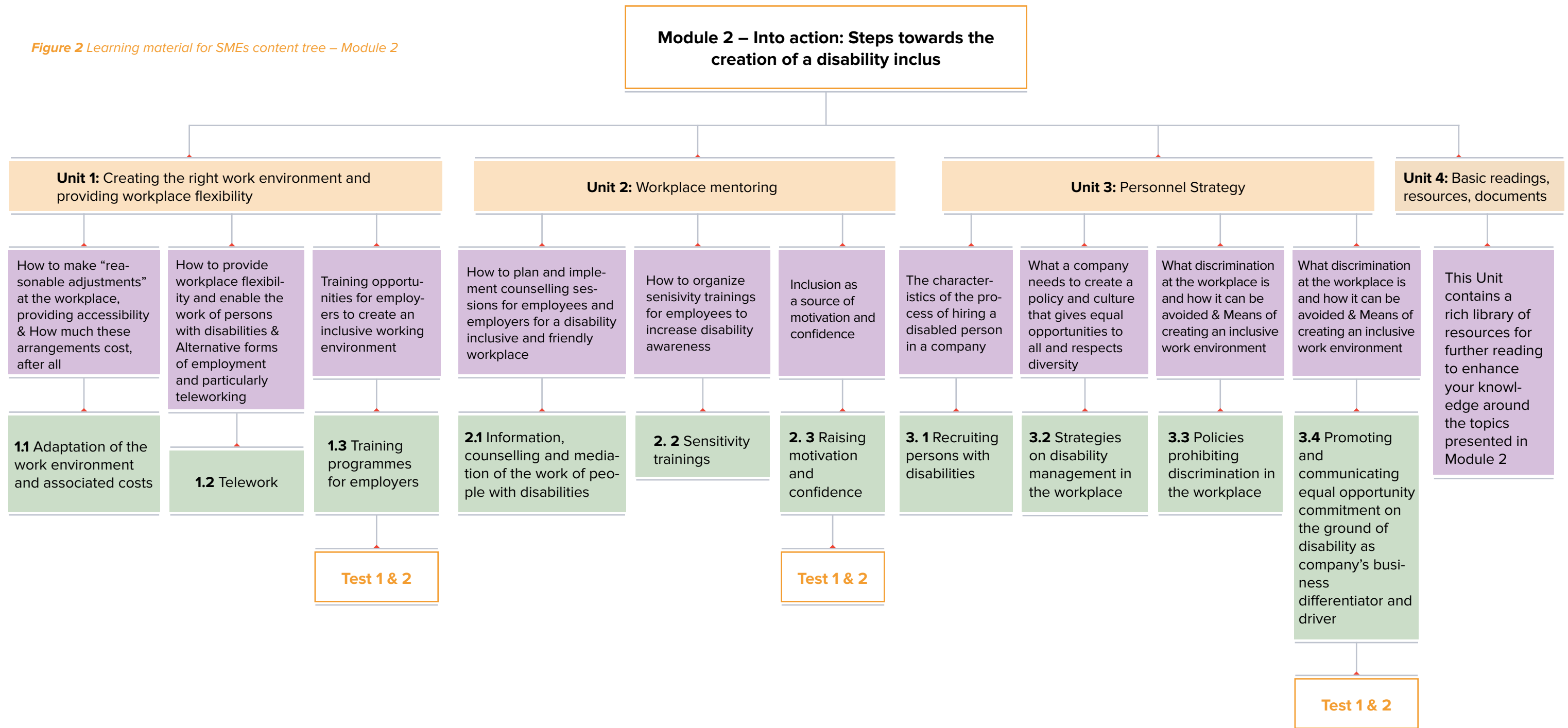
## 2.2 THE BEYOND INCLUSION MODULES

Figure 1 Learning material for SMEs content tree – Module 1



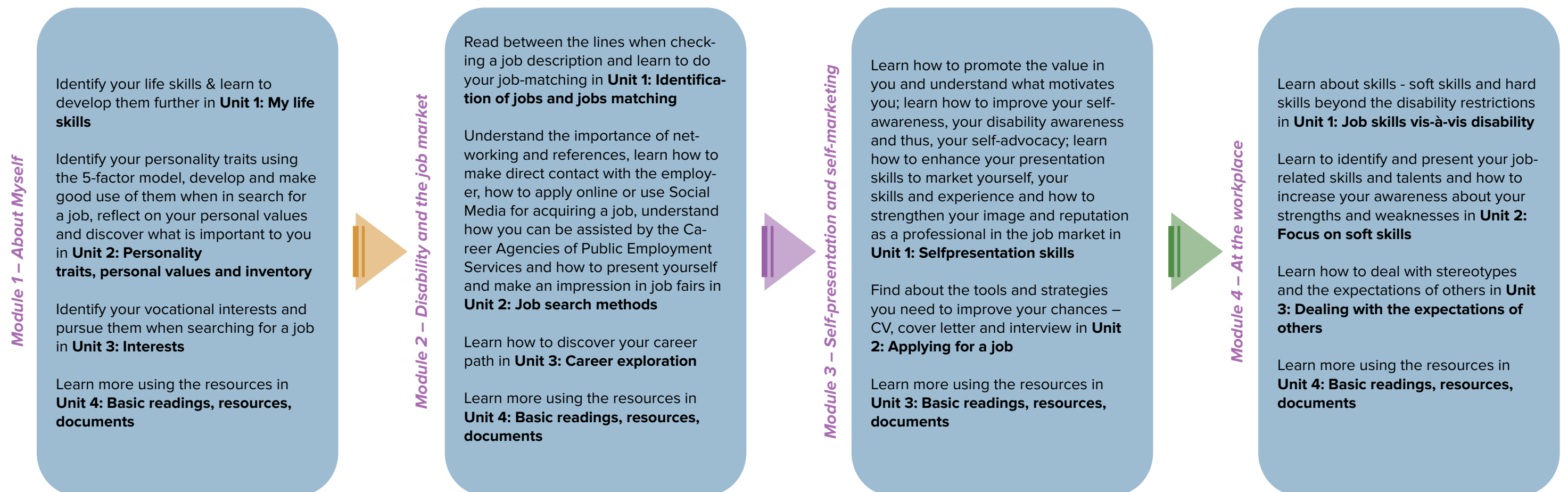
## 2.2 THE BEYOND INCLUSION MODULES

Figure 2 Learning material for SMEs content tree – Module 2



## 2.2 THE BEYOND INCLUSION MODULES

Figure 3 Learning material for persons with disabilities content tree



A dedicated navigation video to the material for persons with disabilities was created, in order to facilitate their familiarization with the platform, which can be found [here](#)



# Beyond Inclusion



## Employability for persons with disabilities



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