Inspire, Hire, Train, Retain (IHTR)
Resources

The goal of the IHTR Training-in-a Box is to prepare people-leaders to hire, engage, and retain employees with disabilities by increasing knowledge on accessibility and confidence for inclusion.

The training was co-developed with and for Ontario healthcare organizations and incorporates case examples, lived experience, and existing best practice resources and tools. Throughout the training, participants will become familiar with resources representing essential principles, best practices, and practical strategies to create a more inclusive workplace. This handout lists resources available to help you explore and implement disability-inclusive employment practices within your unique context.

IHTR Training-in-a-Box Resources

## Creative Equity Toolkit – Unconscious Bias

Why: Managing unconscious bias may lead to more equitable and inclusive decisions and actions across all stages of employment.

About: The creative equity toolkit’s section on unconscious bias provides a variety of resources (e.g., articles, webinars), toolkits, and research related to unconscious bias.

Creative Equity Toolkit: <https://creativeequitytoolkit.org/topic/organisational-culture/unconscious-bias/>

## Canadian Association for Supported Employment (CASE) HR Toolkit

Why: The IHTR training adapts information about inclusive job descriptions, onboarding, accommodations, and performance management from the toolkit. The toolkit contains more information and tips on how to implement these best practices.

About: The CASE HR toolkit was designed in collaboration with supported employment service providers to help employers become familiar with disability inclusive policies and procedures. The toolkit covers a range of topics from setting the stage for an inclusive workplace, inclusive hiring, and retention.

CASE HR Toolkit: <https://www.supportedemployment.ca/resources/employers/hrtoolkit/>

## Job Demands and Accommodation Planning Tool (JDAPT) for Organizations

Why: People leaders can be proactive in making job roles more flexible, supportive, and inclusive for all employees by carefully considering what the job really requires.

About: The JDAPT for organizations is a free online tool that helps you consider the physical and cognitive demands of a job. The tool provides tailored accommodation ideas for employees with disabilities and can be used to guide conversations about workplace supports.

JDAPT for organizations: <https://aced.iwh.on.ca/jdapt/organization-en>

## Accessible Employers- Interviews: What you Can and Cannot Ask

Why: There are questions during an interview employers are allowed and not allowed to ask. Inclusive interview questions focus on the candidate’s experience and ability to perform the bona fide occupational requirements of a job.

About: Examples of questions that can and cannot be asked during an interview.

Accessible Employers Website: <https://accessibleemployers.ca/resource/interviews-what-you-can-cannot-ask/>

## CCRW Disability Confidence Toolkit

Why: The IHTR training adapts information about accommodations, performance management, and career development from this toolkit. This toolkit offers additional guidance on these disability-inclusive employment practices.

About: The toolkit helps move employers from compliance to disability confidence and offers practical information on how to become a more inclusive employer. The toolkit covers a range of topics from corporate strategy, workplace culture, onboarding, to career development and more.

CCRW Disability Confidence Toolkit: <https://toolkit.ccrw.org/accommodations/>

## Hire for Talent Employer Toolkit

Why: The IHTR training adapts information about candidate selection and employee onboarding from this toolkit. Refer to this toolkit for more information and tips to implement these disability-inclusive employment practices.

About: The employer toolkit offers a variety of tools, ‘how-to’, and strategies on successful recruitment, hiring, inclusion and retention of people with disabilities. The toolkit covers a variety of topics such as legal issues, recruitment, interviews, job customization and mental health and the workplace.

Hire for Talent Toolkit: <https://hirefortalent.ca/toolkit>

Hire for Talent’s Employee onboarding checklist: <https://hirefortalent.ca/toolkit/hiring/item/6-2-employee-onboarding-checklist>

## Accessibility for Ontarians with Disabilities Act- Disclosure of Disability in the Workplace

Why: People leaders need to understand their responsibilities after disclosure of disability in adherence to AODA standards.

About: This resource describes reasons why employees choose or not to disclose, when and how they might do so, and what are employee responsibilities after disclosure of disability. In addition, the resource describes how people-leaders can foster a workplace environment that encourages disclosure of disability.

AODA Website: <https://aoda.ca/disclosure-of-disability-in-the-workplace/>

## The Job Accommodation Network (JAN)

Why: There are many types of accommodations that can help employees do their best work. Accommodations should be developed collaboratively with the employee and individualized to their specific needs.

About: JAN describes various accommodation solutions and can be used as a starting point to explore potential accommodations.

JAN Website: <https://askjan.org/a-to-z.cfm>

## The Ontario Corporate Training Centre (OCTC)

Why: Organizations may not have the internal capacity or expertise to create a more disability inclusive workplace and may benefit from consultation support to develop their inclusive employment strategy and training needs.

About: OCTC collaborates with employers to provide the training and resources needed to increase disability awareness and confidence. Additional supports that are tailored to the employers’ needs are available through enhanced services.

OCTC Website: <https://ontariotrainingcentre.com/>

Additional Resources

## Strategic Consulting

### Ontario Disability Employment Network

Why: Employers may benefit from consultation support to build their organizational capacity and confidence to implement disability inclusive employment practices. If your organization needs help connecting with an employment service provider, ODEN can support with finding and building a relationship with local employment service providers.

About: ODEN offers a wide range of services to help organizations develop a more inclusive workforce. Services include recruitment planning, coaching for inclusive interviews, disability awareness and confidence training, and coordination with local employment service providers.

ODEN website: <https://www.odenetwork.com/>

### Specialisterne

Why: Specialisterne works with businesses to build their organizational capacity and confidence to implement neuro-inclusive employment practices.

About: Services range from education and awareness, advisory services (e.g., building neuro-inclusion in your EDI strategy), and workplace coaching supports.

Specialisterne Website: <https://ca.specialisterne.com/>

### Find an Employment Service Agency:

Why: Organizations can partner with employment services agencies to create a more inclusive workplace. Employment service agencies offer specialized services and practical supports throughout the recruitment, hiring, training, and retention stages of employment. Services include developing job descriptions, screening candidates, interviewing candidates, on-the job coaching/training and more.

Options include:

1. **March of Dimes Canada (MODC) employment services**

MODC Employment services Website: <https://www.modcemploymentservices.ca/about-us/contact-us/>

MODC Employment Services has offices across Canada. Find a location near you here: <https://www.modcemploymentservices.ca/about-us/contact-us/>

1. **Ready, Willing, & Able (RWA)**

Support for candidates/employees with an intellectual disability and/or on the autism spectrum

RWA website: <https://readywillingable.ca/>

1. **Community Living Ontario (CLO):**

 Support for candidates/employees with an intellectual disability and/or on the autism spectrum

CLO website: <https://communitylivingontario.ca/>

## Guides and Resources

### The Inclusive Workplace.ca

Why: A resource hub tailored for job seekers/employees who are on the autism spectrum or have an intellectual disability.

About: Resources are grouped by jobseekers/employees, employers, and agencies. Topics span all stages of employment, from hiring (e.g., connecting with agencies, interviewing), training (e.g., accommodations at work, onboarding), to retention (e.g., career advancement for employees/employers).

The inclusive workplace.ca: <https://theinclusiveworkplace.ca/en/home>

### Workplace accommodation - A guide for federally regulated employers

Why: For practical tips and strategies to accommodate employees.

About: The guide offers practical support for employers, managers, and supervisors who want to learn more about accommodating members of their team. The guide outlines steps for the accommodation process and further resources.

Workplace accommodation guide: [Workplace accommodation - A guide for federally regulated employers (chrc-ccdp.gc.ca)](https://www.chrc-ccdp.gc.ca/en/resources/publications/workplace-accommodation-guide)

## Self-Assessments

Why: To help organizations and teams understand their existing strengths and areas for growth, there are a number of quizzes and assessment tools that are easily accessed and designed to promote growth and direction. A few are available below:

### For anyone: Ontario Disability Employment Network’s Disability Myths Quiz

About: Debunking the myths to understand what is really involved in inclusive employment practices, considering the business case for hiring. (5-minute assessment)

<https://www.odenetwork.com/disability-myth-quiz/>

### For people leaders: CASE’s Self-assessment Tool

About: Considerations of how teams and individuals can directly address their employment inclusion practices. (10-minute assessment)

<https://www.supportedemployment.ca/resources/employers/self-assessment-tool/>

### For organizational leaders: Disability Inclusive Employer Self-assessment

About: To generate useful information that can bring about company-wide actions and next steps, personalized resources sent to you at the end. (10-minute assessment)

<https://disabilityinclusion.ca/>

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For information and resources, visit: <https://hollandbloorview.ca/IHTR>

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