

Employment Standard-Human Resources (HR) Staff

Who Should Attend This Workshop?

This workshop is recommended for HR Staff or those directly involved with setting up recruitment, assessments, selection processes and human resource processes for employees of your organization.

How Long?

This four (4) hour training program provides an in depth study of the Employment Standard under the Integrated Accessibility Standard and what must be done to comply.

Overview

The new Integrated Accessibility Standard Regulation has established specific standards; Information & Communications, Employment, Transportation and Public Spaces as part of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

This workshop helps HR Staff to prepare for and implement the Employment Standard. Learn what you need to do to ensure that accessibility becomes part of your organization's recruitment, selection and retention process. You will also learn effective communication processes for employing people with disabilities and gain a full understanding of the particular plans and processes you need to have in place. We will work through the process for developing and documenting individual accommodation plans, return to work process, performance management, career development and redeployment for employees with disabilities. We will also touch on the Workplace Emergency Response information.

Workshop Outcomes

- Understand the legislated requirements of the Integrated Accessibility Standard with particular emphasis on the Employment Standard.
- Understand what policies, practices and procedures are required for compliance.
- Understand what training you will need to provide to staff regarding employment standard.
- Understand what accessible formats and communication supports need to be provided.
- Learn how to create recruitment, assessment and selection process.
- Learn how to inform employees of supports.
- Learn how to create Individual Accommodation Plans and Return to Work Process.
- Considerations for Performance Management, Career Development & Advancement and Redeployment.
- Learn what workplace emergency response information is required

Workshop Modules

- Introductions and Clarification
- Understanding the Legislation
- Three Main Areas for Compliance
- Accessible Formats & Communication Supports
- Recruitment, Assessment and Selection
- Accommodation Plans and Return to Work
- Performance Management, Career Development & Advancement, Redeployment
- Workplace Emergency Response