



WISCONSIN BOARD FOR PEOPLE
WITH DEVELOPMENTAL DISABILITIES

SELF-DIRECTED TRANSITION PLANNING TOOL

LET'S

GET TO

WORK

Launching youth with disabilities
into the workforce

Developed by: Shannon Huff & Nancy Molfenter for the
Wisconsin Let's Get to Work Partner Schools and Students

SELF-DIRECTED TRANSITION» PLANNING TOOL

A NOTE ABOUT THIS TOOL BEFORE YOU BEGIN:

This planning tool was created to help students and their support teams come together to talk and think about employment goals. The following 7 pages can serve as a guide to teams and will work best when the information compiled is a true reflection of the student's experiences, thoughts, and opinions. Teamwork throughout this process by a group of people who know the student well is important. This tool is not intended to be a form for one time completion, rather it is designed to be an ongoing guide for teams to use as students move through transition, build life skills, and engage in educational and work experiences in preparation for adulthood.

A notes section on the back of this form has been provided for additional information and planning purposes.

SELF-DIRECTED TRANSITION» PLANNING TOOL

My circle of support: (family, teachers, friends, and other people in my life who support me the most right now and how they help me)

Name and relationship	How they help me

My weekly schedule: (include community activities, classes, recreation, household chores, etc)

Saturday
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday

SELF-DIRECTED TRANSITION» PLANNING TOOL

My interests/favorite things to do are:

--

Things I do not like to do are:

--

Five positive statements about me: (ask friends, family, school staff, employers, etc to describe my unique personality characteristics and talents)

1.
2.
3.
4.
5.

SELF-DIRECTED TRANSITION PLANNING TOOL

Academic Involvement:

Classes I have taken	Classes I would like to take (use opportunity map to brainstorm options)

School Related & Extra Curricular Activities:

Previous and current involvement	Things I would like to be involved in (use opportunity map to brainstorm options)

You can find the Opportunity Map and other tools to support youth to obtain employment in the community in the LGTW Quick Guide at www.letsgettoworkwi.org.

SELF-DIRECTED TRANSITION» PLANNING TOOL

Civic and Community Involvement: (List activities and volunteering done with groups and organizations)

Things I have done	Things I would like to do

Volunteer & Work Experiences: (List school-based and community-based work experiences)

Things I have done	Things I would like to do

SELF-DIRECTED TRANSITION PLANNING TOOL

Transferable Skills: (list what I am good at doing that could be applied in a work setting)

My specific skills	I can do this Independently	I can do this with initial training	I can do this with ongoing support

Things important to my optimal learning and success in school activities, community involvement, and work experiences: (List supports, accommodations, environments, best times of day, etc.)

Based on the information above, my Transition Career Goal is:

SELF-DIRECTED TRANSITION PLANNING TOOL

Career Exploration Strategies:

Interest area	On-line Research	Informational Interview	Job Shadow	Mentor-ship	In School Work Experience	Unpaid Internship	Paid Internship	DVR Paid Work Experience	Other

Connecting for Employment Exploration:

People we know	Workplace & job title	Their community involvement	How we will connect

SELF-DIRECTED TRANSITION PLANNING TOOL

Summarize the Team Action Plan:

Who (name)	What (task)	By when (time frame or deadline)

When we will get back together and who should attend?

What should be communicated between now and then and how will it be communicated?

The next time we meet we will:



Review what we have done,



Consider what we have learned, and



Use this new information to create another team action plan that keeps us moving forward!

SELF-DIRECTED **TRANSITION** >> PLANNING TOOL

PLANNING NOTES: