



EFPP101

Employment-First Policy & Practice

Course Information Handbook

Cohort 1



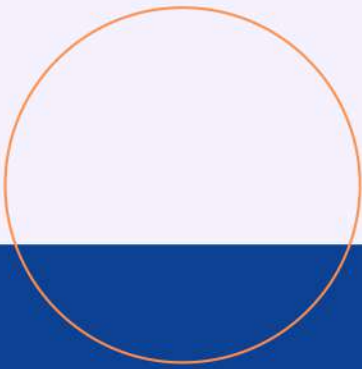
**United
Persons with
Disabilities**



KYAMBOGO UNIVERSITY
**Faculty of Special
Needs and
Rehabilitation**



VIRGINIA COMMONWEALTH
UNIVERSITY (VCU)
**Rehabilitation and
Training Centre**



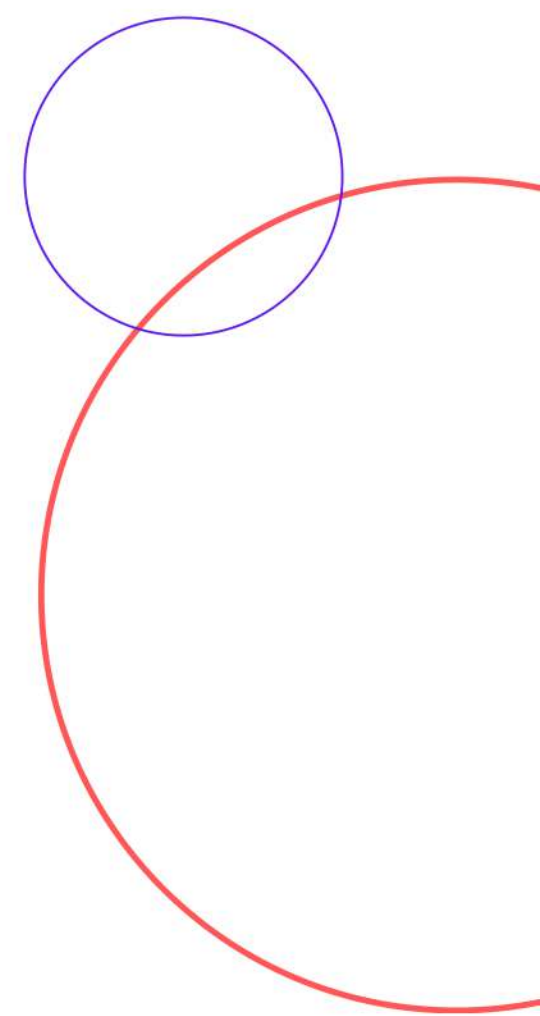
"If we're looking at employment, then our question is NOT, 'Can they work?' but rather, 'What do they want to do?' Then, we can start looking at what is needed to help people with disabilities find work and support them on their key transition to employment."

— Wendy Parent-Johnson



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Letter from the Dean



Congratulations on your acceptance into the Employment-First Policy and Practice course, a first of its kind in Uganda and across Africa. I urge you to do all you can to make the most of this opportunity to develop your academic talent, competence, and experience.

My fellow instructors and I carefully reviewed your application, along with many others. We were looking for individuals with intellectual ability, a personal dedication to inclusive development, and the potential for leadership that ensures no one is left behind—and you were one of them.

I hope you will thoroughly enjoy learning from our many talented instructors. I encourage you to fully participate.

When you complete the program, we will stay connected with you as an active member of our alumni network. You could also consider launching your own initiative, maybe a campaign, case study or policy advocacy. Please remember to keep telling us about your accomplishments.

Finally, I congratulate you on your acceptance into the program and wish you success in your studies and professional endeavours.

Yours Sincerely,

Patrick Ojok, PhD

Dean, Faculty of Special Needs & Rehabilitation
Kyambogo University

Overview

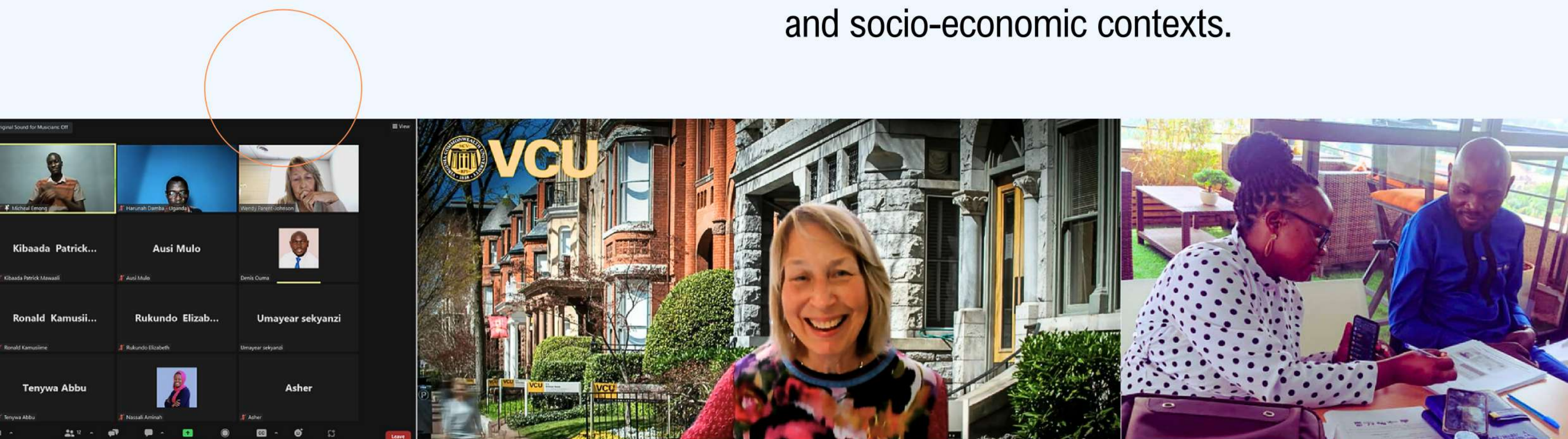
In many low- and middle-income countries, including Uganda, the number of unemployed people with disabilities has continued to rise. However, employers, civil society organizations, and governments have shown little concern about this alarming trend and have not adequately addressed the employment equity issues faced by people with disabilities.

Concerned about this issue, we initiated the Employment First Policy and Practice Course. This course explores the history and evolution of the Employment First Policy in the United States, examining its impact and potential for adaptation and adoption in various contexts, including Uganda.

Drawing upon insights from the U.S. experience, we will critically analyze the core tenets of the Employment First approach and assess their applicability to diverse cultural and socio-economic contexts.

“Everyone desires an opportunity to contribute, and when denied, their worth goes with it, self-esteem evaporates and dreams vanish.”

— Harunah Damba



Theory of Change

The Employment First Policy and Practice Course will develop and deliver targeted training modules, focusing on skills development and capacity building. This will be accompanied by local advocacy efforts, aimed at raising awareness and influencing policy. Over time, these initiatives will lead to systemic changes, creating a scalable model for national movement building to drive significant change in employment opportunities for people with disabilities.



Course topics

- **Employment Policy and Practice in Uganda:** Current Trends, Issues and Initiatives (Instr. Dr. Patrick, Professor Augustus, Harunah, Liz, and Denis)
- **Employment Best Practices in the U.S.:** Key Takeaways to Advance Creative Work Opportunities (Instr. Dr. Parent-Johnson Wendy)
- **Person Centered Planning:** Developing a Strengths Based Approach (Instr. Alissa Brooke)
- **Self-Advocacy and Self Determination:** Voices from those with Lived Experience (Instr. Joe Green, Nicole Leblanc, and Troy Carter)
- **Preparing for Work:** School, Post-Secondary Education and Exploration Opportunities for Skill Development and Career Planning (Instr. Nery Birdsell)
- **Engaging Employers:** Job Development and Business Partnerships (Instr. Jenn McDonough)
- **After the Hire:** Job Training, Supports, and Accommodations (Instr. Whitney Ham)
- **Employment Success:** Stories from Individuals working in Competitive and Self-Employment (Instr. Rachael Rounds)
- **Expanding Resources:** Engaging Partners, Building Teams, and Developing Funding Sources (Instr. Crystal Hencé and Joshua Drywater)
- **Telling the Story:** Data Gathering, Narrative-Based Impact Assessment, Policy Briefs, and Dissemination (Instr. Lauren Avelone and Lucian Friel)
- **Taking Action:** Disability Employment Quota and Impacting Policy (Instr. Dr. Patrick and Professor Augustus)
- **Class Discussion, Evaluations, Participant Presentations**



Course Objectives

During the course students will:

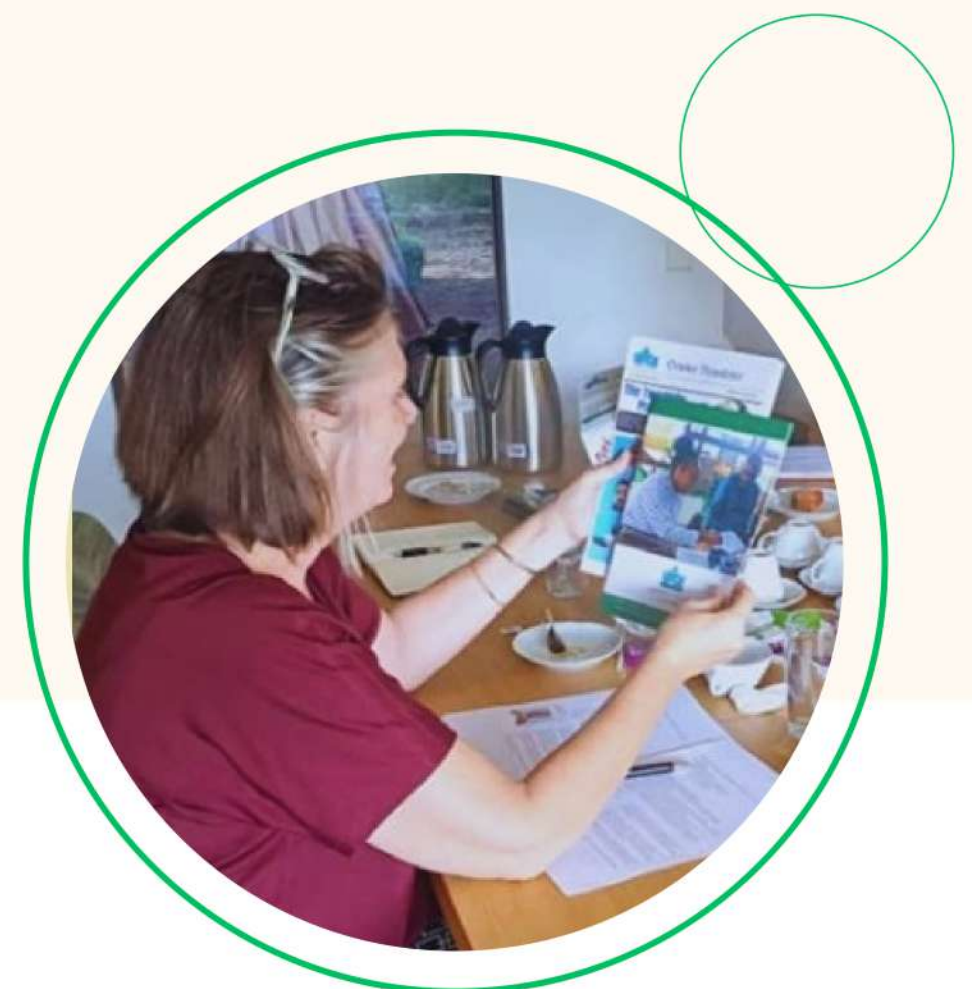
- Develop a shared understanding of the goals of the Employment-First policy and effectively communicate these goals and priorities.
- Critically appraise existing policy interventions and legislation, and cite supporting or opposing evidence.
- Prepare for policy discussions, interviews, and testimony using a variety of media including print, television, radio, or internet to disseminate Employment-First information.
- Write one-page summaries and speeches on Employment-First policy as an intervention.
- Share views in policy dialogues, conferences or workshops organized by our partner institutions.



Course Outcomes

Upon completion of this course, students will be able to:

- Develop grant proposals seeking financial assistance for projects that address the identified local priorities and inform contemporary policy development and implementation.
- Provide leadership in public and private organizations, offering technical guidance in advancing employment equity for persons with disabilities.
- Form groups or chapters to advance the Employment First policy discussion, beginning with their own communities, and consider whether they might be the most effective at demonstrating the policy they envision.
- Become active participants in the employment of people with disabilities campaign.



Adminstration

The United Persons with Disabilities (UPDS) is coordinating the implementation of the course, including support and accommodations, candidate selection, and providing general direction. UPDS is also responsible for organizing information-sharing sessions to brief prospective candidates and will collaborate with alumni to cultivate an active alumni network.



The Faculty of Special Needs and Rehabilitation at Kyambogo University is responsible for the final selection of course candidates, securing their university placements, and enrolling them in the e-learning management platform.



The Rehabilitation Research and Training Center at Virginia Commonwealth University will lead in the following areas: 1) developing training content, 2) designing curriculum modules, 3) delivering virtual training sessions, 4) planning professional development activities, and 5) providing overall guidance and sharing best practices.



Course Format and Delivery Methodology

“Digitalizing the course will provide a dedicated platform where course participants can continue to access course materials, presentations, and other resources even after completion of the course.”

—Patrick Ojok

The course will be conducted entirely online delivered through KELMS—Kyambogo University E-Learning Management System, to be completed from July to December 2024 (6 months), with a total of 18 contact hours—3 hours per month. It includes flexible self-guided online learning materials, presentations, live interactive sessions, and an end-of-course practicum/Capstone project. Participants who successfully complete all sessions and the final assignment will receive a Certificate of Completion.

EFPP101 EMPLOYMENT FIRST POLICY & PRACTICE COURSE

The course examines how Employment First policy evolved in the United States and considers how its principles could be adapted or adopted to improve employment outcomes for people with disabilities elsewhere, such as in Uganda

- ✓ FULLY ONLINE
- ✓ 100% TUITION-FREE
- ✓ INCLUDES A CAPSTONE PROJECT
- ✓ CERTIFICATE OF COMPLETION



Logging into KELMS

All successful students have been provided with Kyambogo University institutional email addresses for use with the system.

However, there is still a lengthy process to fully enroll students. Since the course doesn't confer bona fide student status to enrolled participants, it has been challenging to enroll participants, but we are nearing a solution. In the meantime, we shall be using Zoom. Below are some using tips to consider when using Zoom:

Joining a Zoom Meeting

- Click on the Zoom meeting link provided. If prompted, enter the meeting ID and password.
- It is better to have your camera turned on. We appreciate the opportunity to see who we're talking to and your constant nods and smiles. It makes learning really interactive and fosters a true learning environment.
- Keep your microphone on mute unless you're speaking. If you would like to ask a question, click the "Participants" icon, then select "Raise Hand" at the bottom of the participants' window.

Using the Chat

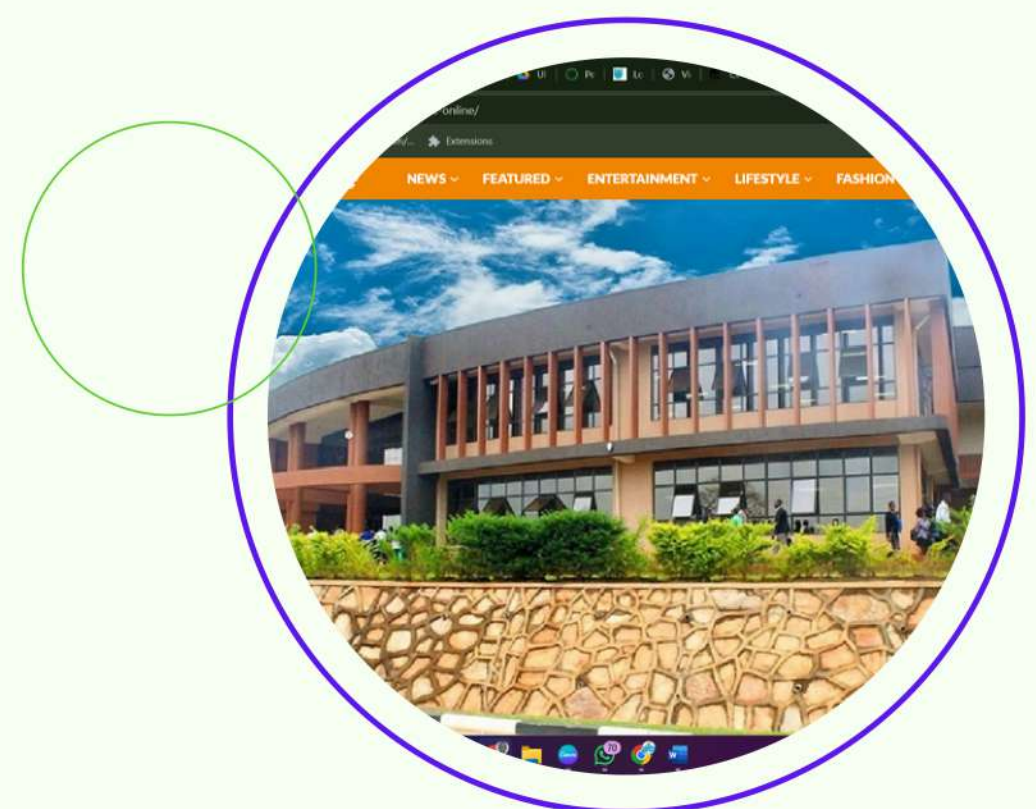
- Click on the "Chat" icon in the toolbar at the bottom of the screen.
- Type your message in the chat box and press "Enter" to send.
- You can send messages to everyone or select a specific participant from the drop-down menu next to the chat box.

Sharing Screen

- Click the "Share Screen" icon in the toolbar.
- Select the window or application you want to share and click "Share".

Leaving the Meeting

- When the meeting is over or you need to leave, click the "Leave Meeting" button at the bottom right of the screen.



Senior team



Wendy Parent-Johnson

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Key Personnel

Dr. Wendy Parent-Johnson; Course Instructor and Key Program Liaison, Virginia Commonwealth University.

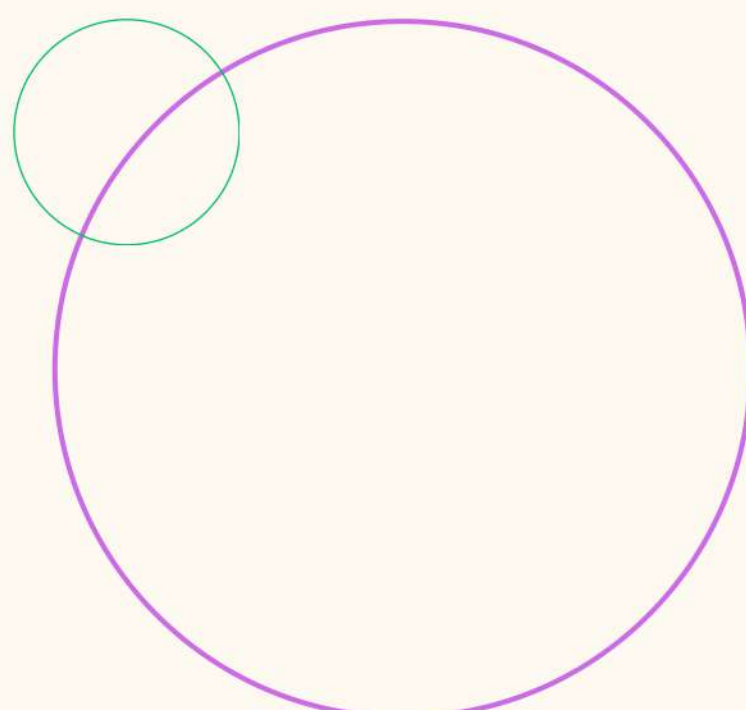
Dr. Patrick Ojok; Course Instructor and Key Program Liaison, Kyambogo University.

Professor Augustus Nuwagaba; Course Instructor and Key Policy Consultant.

Harunah Damba; Course Coordinator

Denis Ouma; Mentorship and Alumni Engagement.

Cindy Amony, Elizabeth Rwabu; E-learning Navigation & Technical Assistance.



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Timetable

Month	Course topics (Course Instructors)	Date and time	Duration
Month 1	Orientation	Jul. 17 7:00pm EAT 12 noon EST 17:00 WAT	1 hour
	Employment Policy and Practice in Uganda: Current Trends, Issues and Initiatives (Dr. Patrick, Professor Augustus, Harunah, Liz, and Denis)	Jul. 26 7:00pm EAT 12 noon EST 17:00 WAT	1 hour
	Employment Best Practices in the U.S.: Key Takeaways to Advance Creative Work Opportunities (Wendy Parent-Johnson)	Aug. 02 7:00pm EAT 12 noon EST 17:00 WAT	1 hour
Month 2	Person Centered Planning: Developing a Strengths Based Approach (Alissa Brooke)	Aug. 23 7:00pm EAT 12 noon EST 17:00 WAT	1 hour
	Self-Advocacy and Self Determination: Voices from those with Lived Experience (Joe Green, Nicole Leblanc, Troy Carter, and Others)	Aug. 30 6:30pm EAT 11:30am EST 16:30 WAT	1:30 minutes
Month 3	Preparing for Work: School, Post-Secondary Education and Exploration Opportunities for Skill Development and Career Planning (Nery Birdsell)	Sep. 20 7:00pm EAT 12 noon EST 17:00 WAT	1 hour
	Engaging Employers: Job Development and Business Partnerships (Jenn McDonough)	Sep. 27 7:00pm EAT 12 noon EST 17:00 WAT	1 hour
Month 4	After the Hire: Job Training, Supports, and Accommodations (Whitney Ham)	Oct. 18 7:00pm EAT 12 noon EST 17:00 WAT	1 hour
	Employment Success: Stories from Individuals working in Competitive and Self-Employment (Rachael Rounds)	Oct. 25 7:00pm EAT 12 noon EST 17:00 WAT	1 hour
Month 5	Expanding Resources: Engaging Partners, Building Teams, and Developing Funding Sources (Crystal Hence and Joshua Drywater)	Nov. 22 7:00pm EAT 12 noon EST 17:00 WAT	1:30 minutes
	Telling the Story: Data Gathering, Narrative-Based Impact Assessment, Policy Briefs, and Dissemination (Lauren Avelone and Lucian Friel)	Nov. 29 7:00pm EAT 12 noon EST 17:00 WAT	1:30 minutes
Month 6	Taking Action: Disability Employment Quota and Impacting Policy (Dr. Patrick and Professor Augustus)	Dec. 13 7:00pm EAT 12 noon EST 17:00 WAT	1 hour
	Class Discussion, Evaluations, Participant Presentations (All)	TBD	TBD

Code of Conduct

As an EFPP101 course Fellow, you are an ambassador for inclusion. Therefore, your actions and communication will impact the reputation of the program, and your communities, or societies. As such, you are expected to adhere to high standards of conduct and behavior, showing respect to others and your surroundings at all times.

This collaboration aims to facilitate a free exchange of ideas during all activities to achieve maximum potential impact for all participants. Recognizing the diversity of backgrounds among participants—including race, religion, gender, sexuality, cultural values, and disability status—you are reminded to always be respectful and behave professionally. All communications should be appropriate for any audience, including social media, electronic communications, and virtual events.

All participants are expected to treat all program staff and collaborators, including contracted service providers, with courtesy and respect. It is expected that such staff or contracted service providers will show you the same consideration in return.



Terms and Condition

Attendance and Participation

Participants are expected to complete all online learning materials, participate in discussions and complete of the capstone project.

Assessment and Certification

A certificate of completion will be issued jointly from Kyambogo University and Virginia Commonwealth University to participants who achieve 90% attendance, successfully complete the program capstone project with a pass mark score of 80%, and have proof of payment for the certificate as reflected in the student account portal.

Technical Requirements

It is the responsibility of participants to have access to a reliable internet connection, a computer, smartphone, or tablet to facilitate their access to online resources and participate in live sessions. Please contact us at secreteriatus@upds@gmail.com if you experience challenges accessing the e-learning platform

Communication

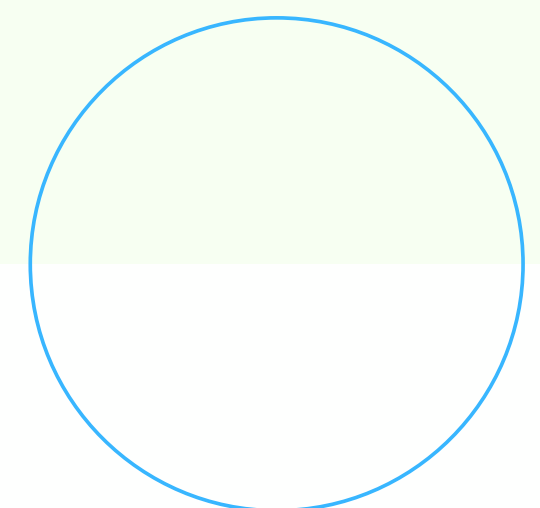
All course-related communication will be conducted via the email address secreteriatus@upds@gmail.com and the course WhatsApp group. It is the participant's responsibility to check their email and the WhatsApp group regularly for updates and instructions. Click [here](#) to join Course WhatsApp group.

Student Status

Admittance into the EFPP101 course does not confer bona fide student status at any of the participating universities. Participants will not be entitled to the privileges and benefits typically afforded to enrolled students at these institutions.

Withdrawal Policy

If a participant wishes to withdraw from the course, they must inform the course coordinator in writing at least two weeks before the commencement date.



FAQs

What are the requirements to participate in the course?

The requirements include: a stable internet connection; suitable device such as a computer, laptop, tablet, or smartphone; basic computer skills; time commitment; and intermediate English language proficiency.

Is there a course fee to participate in the course?

No, the course is offered entirely free of charge, courtesy of collaborating institutions, and there is no fee required for you to participate. However, if you require a certificate for professional development, job searching, or other purposes, there will be a charge for issuance. Otherwise, the course remains entirely free.

Do I need to be English proficient to participate in the course?

No, you don't need to be fluent in English; however, we recommend having basic proficiency to fully engage with the course materials and participate effectively.

Are there any accommodations provided to participate in the course?

Yes, we will provide a Ugandan Sign Language interpreter, Zoom captions, and plain English documents. Please let us know if you need alternative accommodations to fully participate in the course.

How will the course be delivered?

The mode of delivery of the course is fully virtual, conducted entirely online. We will provide a dedicated e-learning platform where you can access course materials, presentations, and other resources.

Will I earn a certificate of completion after completing the course?

Yes, all participants will receive a certificate of completion after satisfying the requirements as per the terms and conditions.

Is there any age restriction or eligibility to participate in the course?

There is no age limitation. Eligible participants include students, government officials, employers, disability leaders, legal professionals, and advocates who have distinguished themselves in undertaking projects, programs, or initiatives that are diverse, equitable, and inclusive, aiming to include categories of people who are often excluded, such as people with disabilities.

Are International or overseas applicants eligible to participate in the course?

Yes, however, participation is limited to applicants from low- and middle-income countries. This restriction is in place to create a meaningful platform for learning, networking, and advocacy, particularly in regions where efforts to promote inclusive employment for people with disabilities have been limited, violated, or undermined.

I am not able to receive notifications for messages via email immediately. What will happen if I miss live lectures or presentations?

We acknowledge the difficulty of organizing virtual meetings and trainings to suit all participants, considering their differing schedules, priorities, and time zones. To address this, we will provide various communication options, including communication via platforms like WhatsApp, as well as asynchronous activities, self-paced learning materials, and recorded lectures to ensure all students can participate despite their other commitments.



United
Persons with
Disabilities

Employment-First Collaborative: UPDS, VCU, and KYU Partnership

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