

## Disability Sensitisation in the Workplace

Diversity and inclusion of persons with disabilities should be indispensable for every organisation. A diverse, inclusive workforce is imperative for the business economy and for government. It enables different ideas and creativity, which will improve performance, processes and productivity.

5. Appropriate employment equity planning and reporting.
6. Adherence to universal design principles ensuring better access for persons with disabilities.
7. Employees interacting confidently with disabled colleagues.

### About the author

Dr Kedibone Seutloadi has a Doctorate in Business Administration from the University of Southern Queensland (Australia). She is a social scientist with a lived experience of disability and deep understanding of disability issues, particularly empowerment and issues regarding rights of persons with disabilities and their access to services and facilities. She has consulted internationally to foundations, government, Non-Governmental Organisations (NGOs), Non-Profit Organisations (NPOs), the private sector and tertiary institutions.

Her work includes:

- Disability advocacy, sensitisation and mainstreaming sessions for organisations
- Development of disability awareness mainstreaming resource kits
- Development of customised training manuals
- Disability inclusion advisory services for organisations.
- Disability related research and evaluations

Dr Seutloadi offers customised workshops and consulting services in conjunction with this VirtualBook program. Please contact her by email at [kedibone@diabalwa.co.za](mailto:kedibone@diabalwa.co.za)

### Publication includes

- 8 Modules on various topics/themes relating to disability
- Links to additional readings
- Contact details of disability organisations
- Activities that will assist you in developing the knowledge and skills stipulated in the specific outcomes
- End of module self-marking online assessments
- End of course integrated assessment
- A certificate of completion after the optional online assessments have been submitted

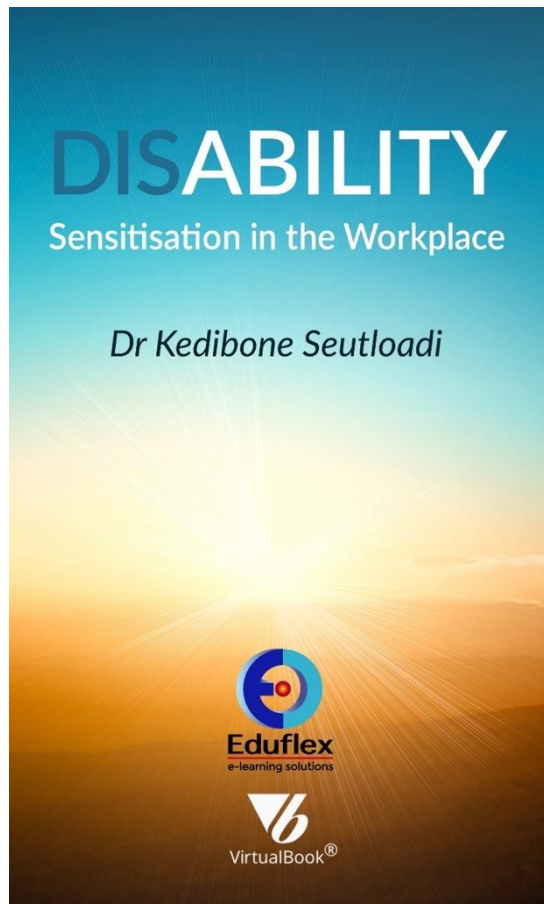
### Publication content

#### Module 1 - Defining and Understanding Disability:

- Definition of disability
- Definition of workplace disability
- Removal of personal and environmental barriers to access and participation
- Global prevalence of disability
- South African prevalence of disability
- Business case for diversity and inclusion
- Disability Models
- Types of disabilities

#### Module 2 - Constitutional, Policy & Legislative Framework:

- Key international and national treaties and protocols
- Summary of the Current Policy and Institutional Environment in SA



This VirtualBook will help you to promote and contribute to a receptive and conducive workplace environment that is open to the notion of full inclusion of persons with disabilities in all aspects of social and economic life.

The VirtualBook can be used as a self-study manual but is also available as part of a mentored or workshop programme offered by Dr Seutloadi.

### Target market

- Employees who would like to know more about disability and/or are committed to playing a role in including and empowering colleagues with disabilities
- Employees with disabilities
- Management, especially Human Resources Management
- Business owners

### Benefits of the Program for the Employer

1. Diversity and inclusion in the workplace.
2. Improved B-BBEE score.
3. Better advantage for procurement and grants for the business.
4. Increased disability status disclosure.

### Module 3 - Discrimination & Stereotypes in the Workplace:

- Discrimination
- Common negative stereotypes
- Discriminatory practices in the workplace
- Suggested actions for addressing and overcoming discrimination, stereotypes and stigma

### Module 4 - Appropriate etiquette when interacting with persons with disabilities

- Dos and don'ts of interacting with a person with a disability

### Module 5 - Appropriate and Inappropriate Language & Terminology of Disability

- List of common inappropriate terminology
- Common group terminology

### Module 6 - Reasonable Accommodation Support Measures:

- What is reasonable accommodation?
- Provision of reasonable accommodation measures
- Common generic reasonable accommodation/adjustment requirements
- Assistive devices and technologies for different forms of disability

### Module 7 - Recruitment, Retention & Progression of staff members with disabilities:

- Recruitment, selection and placement of employees
- Retention and progression of employees

### Module 8 - Disability Status Disclosure & Confidentiality:

- Disclosure of disability status
- Suggestions for encouraging disability disclosure
- Testing of disability status
- Considerations for disclosure
- Benefits of disclosure
- Confidentiality

### Outcomes

On completion the learner will be able to:

- Demonstrate an understanding of the concept of disability and of disability in the workplace and the application thereof
- Demonstrate an understanding and application of the constitutional prescripts, national and international framework which supports persons with disabilities in South Africa
- Identify and use a variety of strategies to address discrimination and stigma that persons with disabilities face in the workplace and in society
- Apply corrective action steps when interacting inappropriately with persons with disabilities
- Demonstrate awareness of inclusive language and communication principles
- Demonstrate an understanding of the needs and the roles of the various stakeholders in the provision of reasonable accommodation to staff and job applicants
- Demonstrate understanding and appreciation for recruitment, retention and progression of diverse employees and job applicants
- Explain the process and benefits of disclosure as well as confidentiality of status

### CPD

Twenty-four non-verifiable hours can be allocated to the self-study program.