

## Certified & Customizable Webinars

HirePotential webinars are designed for smaller groups of up to 25 participants and are completely customizable with your look, feel and messaging. These highly engaging 60-90 minute sessions are certified by the HR Certification Institute and provide realistic, practical scenarios on a wide range of topics. Webinar participants get all the essential information they need to know—at a fraction of the cost—and walk away with all of their questions answered.

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## Live Webinars:

### Interviewing and Positioning Individuals with Disabilities for Recruiters



Recruiting and hiring candidates with disabilities or those with accommodation needs can present apprehension for many recruiters and HR people. But avoiding qualified individuals with disabilities could cause you to miss out on a potential all-star employee. Worse yet, you could be violating ADA/ADAAA regulations. Knowing what questions to ask and, better yet, how to ask them can make a real difference in discovering all types of qualified candidates, including those with disabilities or accommodation needs.

This live 90-minute, interactive webinar provides a practical, solid foundation for successfully recruiting and positioning people with disabilities. Developed specifically for the day-to-day tasks of recruiters, this webinar allows up to 25 members of your recruiting and talent acquisition teams to discover more about: the recruiter's role from OFCCP compliance and other disability regulations, interviewing etiquette techniques, do's and don'ts interview questions, forms of hidden disabilities, disclosure and requests for accommodations, building a sustainable, more inclusive culture, decreasing

employment liability exposure, and more. Increase your pool of qualified applicants today by elevating your expertise when it comes to interviewing and hiring those with disabilities.

### **Format and Timing:**

1.5 Hour Session conducted via webinar. This introductory module is appropriate for all members of your recruiting and talent acquisition teams. The module is interactive and provides a solid foundation for successfully recruiting people with disabilities.

### **Training Topics**

- Brief overview of OFCCP and Disability
- Learn about your own fears and attitudes
- Learn how to conduct an interview with someone who is blind, deaf or in a wheelchair
- What you need to know about hidden disabilities
- Learn what you can and cannot say or do – legal vs illegal questions
- Learn about disclosure and requests for accommodations
- Learn how to be at ease and professional
- Learn how to present the qualified candidate in an unbiased way

### **Potential Outcomes:**

- Identify and hire the best qualified individuals
- Help put hiring managers at ease by focusing on abilities
- Build a sustainable inclusive culture for all
- Develop a competitive hiring and recruiting process
- Decrease employment liability exposure

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## Live Webinar:

### Etiquette 101 for Customers, Employees, and Co-Workers



Hiring an employee with a disability can create apprehension or uncertainty among fellow co-workers on how to communicate.

Often there are unknowns about that employee's ability to perform or how to best work with them. Dealing with customers that have a disability can also make some employees uneasy.

Whether your team works in an office or with the public, they need the knowledge and skills to interact respectfully with individuals that are disabled. Give your people the support they need to create a more inclusive workplace that's friendly toward those with disabilities.

In this live 90-minute, interactive webinar, HirePotential founder Sheridan Walker focuses on building a fundamental understanding and corporate culture which supports and models inclusion for people with disabilities. Designed for up to 25 participants, this webinar allows your employees, co-workers and customers to learn more about: disability myths, fears and attitude barriers, understanding basic etiquette, seeing beyond the disability and focusing on the ability, disability and service animal etiquette,

communicating through an interpreter, decreasing liability exposure, and more. Sensitize your personnel to the issue of disability and give everyone the ability to create a great, customer experience, relaxed environment and inclusive environment for all.

### **Format and Timing:**

1.5 Hours Session conducted via WebEx . This introductory module is appropriate for use throughout the organization. The module is interactive and provides a solid foundation for successfully supporting and integrating employees with disabilities.

### **Training Topics**

- Learn about myths, fears and attitude barriers
- Learn how to see beyond the disability and focus on ability
- Learn what you can and cannot say or do – disability etiquette tips
- Learn how to communicate through an interpreter
- Learn about service animal etiquette
- Learn how you can make a difference
- Learn how to build a fully inclusive culture

### **Potential Outcomes:**

- Enhance communication with people who have disabilities, both employees and current and prospective customers
- Reduce the barriers and increase the understanding of people with disabilities
- Sensitize personnel to the issue of disability.
- Facilitate open communication regarding employment issues for people with disabilities.
- Build good customer service and experience
- Build a sustainable inclusive culture of respect for all
- Be recognized for socially responsible business practices
- Ensure a successful disabilities program
- Decrease employment liability exposure

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## Live Webinars: Interviewing and Onboarding Individuals with Disabilities for Hiring Managers



Most hiring managers are not well-versed in HR matters. This can lead to inappropriate or even illegal questions during interviews of candidates. Add in the complication of a qualified candidate with a disability and many managers are likely to feel outside of their comfort zone. Give your hiring managers the training they need today. Teach them how to interview, hire and onboard individuals with disabilities so they can be more successful, inclusive and comfortable the next time they have a position to fill.

Presented by HirePotential founder Sheridan Walker, this live 90-minute, interactive webinar prepares your management team to easily navigate and increase their expertise of meeting and interviewing applicants with a variety of disabilities. Perfect for up to 25 participants, this webinar helps hiring managers: understand their role in OFCCP compliance and other disability regulations, interview those with different types of disabilities, be aware of the do's and don'ts for interview questions, see beyond a

disability and focus on the ability, dispel myths, fears and attitude barriers, effectively manage diverse work groups, create a comfortable, inclusive environment for all, and more. Be proactive and get your hiring managers up to speed on all types of disabilities today.

### **Format and Timing:**

1.5 Hours Session conducted via WebEx,. This introductory module is appropriate for all management levels within your organization. The module is interactive and provides a solid foundation for successfully recruiting and hiring people with disabilities

### **Training Topics**

- Brief overview of OFCCP and Disability
- Learn about your own fears and attitudes
- Learn how to conduct an interview with someone who is blind, deaf or in a wheelchair
- What you need to know about hidden disabilities
- Learn what you can and cannot say or do in an interview – legal vs illegal questions
- Learn how to be fully inclusive in your role as a leader
- Learn how to be at ease and professional

### **Potential Outcomes:**

- Identify and hire the best qualified individuals
- Learn how to be an effective manager of a diverse work group
- Build a sustainable inclusive culture for all
- Develop a competitive hiring and recruiting process
- Decrease employment liability exposure

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## Live Webinar Bundles



### Live Webinar: 3-Pack Bundle

Need more than one training webinar? Bundle three of our sessions and save. Each session is designed for smaller groups of up to 25 participants. Choose one of each or multiples of the same webinar for larger organizations. Select from our titles, including: Interviewing and Positioning Individuals with Disabilities for Recruiters, Interviewing and Onboarding Individuals with Disabilities for Hiring Managers, Etiquette 101 for Customers, Employees and Co-Workers, The Accommodation Process, Tax Credits and Other Incentives, and OFCCP, ADA and EEOC and Disability.

All of our live webinars can be customized to meet your needs. The webinars are led by HirePotential's founder and recognized disability expert Sheridan Walker. Don't wait around until the next scheduled training session. Train your organization on a schedule that works for you. Let HirePotential be your partner in getting everyone on your team up to speed easily and quickly on disability issues and inclusion today.

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## Live Webinar Bundles



### Live Webinar: 6-Pack Bundle

Get all the information you need at a fraction of the cost. Bundle any combination of six of our live webinar sessions to elevate your team's knowledge of disability inclusion quickly and easily. Topics range from recruiting and hiring, to onboarding and accommodations, as well as creating a more inclusive environment. Choose from all of our webinar titles, including: Interviewing and Positioning Individuals with Disabilities for Recruiters, Interviewing and Onboarding Individuals with Disabilities for Hiring Managers, Etiquette 101 for Customers, Employees and Co-Workers, The Accommodation Process, Tax Credits and Other Incentives, and OFCCP, ADA and EEOC and Disability.

All of our live webinars are led by HirePotential's founder and recognized disability expert Sheridan Walker. Each session is designed for smaller groups of up to 25 participants and can be selected more than once as part of your six to accommodate larger organizations. Don't wait around until the next scheduled training. Partner with HirePotential to train your team on a schedule that works for you with one of our engaging webinars today.