

Disability Discrimination Act Awareness Training

Workshop 3 – Employment

One-Day Programme

Welcome

- Introductions, aims and objectives for the day

Overview of the DDA(s)

- Background to the Act(s)
- Structure & content
- How the Act operates

Employment provisions summary

- Policies and procedures
- Reasonable adjustments overview Key issues

Defining Disability

- Approaches to disability
- The Act's definition Key issues

Recruitment and selection

- Attracting applications from disabled staff
- Applications, short listing, interviewing

Reviewing employment procedure and practice

- Good practice in management and supervision
- Sources of support for employer and disabled people
- Keeping your staff – retention

Action Planning

- Personal
- Organisational

Summary & Evaluation