# Development and Retention

# Development opportunities - Handout

# Development opportunities

Access to professional development and learning opportunities enables employees to develop knowledge and skills that will help them progress in their career pathways.

Think about your employees who have communication access requirements.

- Are they encouraged to identify and / or seek out professional development opportunities?
- Is their development and potential opportunities suggested to them raised with them regularly?
- Are they supported to locate appropriate opportunities on a regular basis?
- Are they given the same opportunities to attend forums / seminars, conferences as other employees?
- Are assumptions made about their ability to develop new skills?
- Are they coached / mentored to ensure they are well prepared to apply for new opportunities independently?

Once relevant opportunities have been identified, they should be reviewed to ensure they are accessible. The questions below can be used as a guide to assess the accessibility of training and professional development opportunities.

## Pre-information

- Has information about the training been provided in a timely manner and in an accessible format, such as plain language?
- Is the registration information and process accessible?
- Have the organisers requested information on any access needs of participants?
- Have participants been given sufficient information about the training?
- Has any pre-reading been provided in plain language?
- Do participants know what they need to bring and what to expect?

## Format

- How long will the training run for?
- Will regular breaks be offered?
- How many participants will attend per session?
- How will information be presented?
- At what pace will content be delivered?
- How are activities structured?
- Are participants given time to prepare before being asked to contribute?
- How will participants indicate that they would like to contribute?
- Will the training be recorded?
- Has enough time been factored in the training for participants to prepare their messages into their communication aid?

## Post-training

- Is contact information provided to enable participants to ask follow-up questions?
- How will participant feedback be collected and used?
- How will participants integrate new learnings into their work?

Review the *Inclusive Meetings and Interviews Handout* in the Resource Hub for additional considerations.