

Good Job! Roadmap for workplaces



“Enabling transformation and change through trained educators and youth workers and inclusive workplace environments by creating an innovative methodology and resources for the development of life skills and employability competences in young adults with learning disabilities and difficulties, while supporting their transition into inclusive workplaces.”

GOOD JOB! – Practical Guide for Workplaces

A Decision Support Tool for Employers and Companies

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This tool offers a clear overview of the main ideas, arguments, and practical steps that help employers understand why inclusive employment makes sense and how to successfully integrate a worker with disabilities or learning difficulties into the team. It summarises the Good Job approach, explains the benefits, and provides simple steps and tools for a smooth and sustainable onboarding process.

Why Good Job for Workplaces

Good Job is a European initiative that supports companies in creating structured and supportive work environments for young people with disabilities or learning difficulties.

The approach is simple, practical, and focused on real workplace needs.

Employers choose Good Job because it:

- Helps workers develop confidence, stability, and work skills.
- Supports mentors and team leaders through clear tools and guidance.
- Improves teamwork, communication, and workplace culture.
- Builds a positive company reputation in the community.

Strengthens partnerships with schools, associations, and public services.

Goal: Inclusive Workplace Culture

The end goals for companies include:

- Workers who are confident, skilled, and integrated
- Teams that function better and communicate clearly
- A company culture where everyone feels valued
- Strong partnerships with schools and the community
- Mentors who feel prepared, supported, and appreciated

Step by step for workplaces

STEPS	KEY ACTIONS	TOOLS
STEP 1: Establish the Foundations Goal: Prepare the company to welcome a worker with disabilities	<p>Identify or create a suitable job position.</p> <p>Make an internal decision about hiring.</p> <p>Select the right candidate in cooperation with schools or associations.</p> <p>Adapt the job tasks if needed to match the worker's strengths.</p> <p>Choose a workplace mentor who will provide daily guidance.</p> <p>Prepare the team through short information sessions or team building.</p> <p>Ensure the company has clear support channels for the worker and for the mentor.</p> <p>Connect with external support services: associations, job seeking counsellors, schools, job coaches.</p>	<ul style="list-style-type: none"> Good Job Starter Kit Talking points and FAQ for employers Implementation roles description Simple communication templates Support system organisations register Training modules
STEP 2: Understand the Worker Goal: Recognise strengths, needs, and working style	<p>Review the worker's skills, abilities, and limitations.</p> <p>Discuss expectations with the school, family, or support organisation, if applicable.</p> <p>Identify any support or adjustments needed in the workplace.</p>	<ul style="list-style-type: none"> Assessment tool Individual plan Collaboration forms with schools Simple checklists and skills profiles
STEP 3: Plan Together	<p>Define 3 to 5 daily or weekly tasks that are realistic and meaningful.</p> <p>Set short term goals and simple milestones.</p> <p>Decide how to monitor progress and how to communicate with the worker.</p> <p>Assign responsibilities to the mentor, supervisor, and external partners.</p>	<ul style="list-style-type: none"> Daily task list Employer progress form Short self assessment checklist for the worker
STEP 4: Support the Worker in Practice Goal: Ensure successful integration	<p>Provide clear and calm instructions, step by step.</p> <p>Hold short daily meetings with the mentor and worker.</p> <p>Use visual aids or written task lists if helpful.</p> <p>Offer encouragement and positive feedback.</p>	<ul style="list-style-type: none"> Communication presentation Use simple three point task list Tips from training modules on communication and problem solving

	Adjust tasks when needed while keeping expectations consistent.	• Monthly meeting form
STEP 5: Collaborate with the Community Goal: Build strong and reliable external support	Stay in touch with schools, associations, or job coaches. Ask for advice when challenges arise. Make use of available public incentives for hiring people with disabilities. Participate in local networks that promote inclusion.	• Collaboration agreements with partners • Info presentation about the project • Video presentation • Communication tips
STEP 6: Review, Learn, and Grow Goal: Maintain long term success	Collect feedback from the worker, mentor, team, and family. Identify what worked well and what needs adjustment. Celebrate achievements and recognise inclusive practices. Update company procedures to make inclusion part of long term policy. Provide further training to mentors and staff when needed.	• Feedback questionnaires • Case studies • Employer recognition certificate