

Preparation for company presentation

UNIT 6 – Analysing labour market needs

Worksheet for companies

For trainers/counsellors:

- Material: Worksheet ‘Preparation for the company presentation’, if possible laptop with visual presentation programme or by using fact sheet, information sheet ‘Tips for a good company presentation for companies’.
- Duration: 30 minutes (preparation), 10 minutes (presentation).
- General instructions: The aim of the exercise is to support companies in creating a short and concise company presentation for people with disabilities. The preparation of the presentation should be done independently by the company. In addition, the information sheet ‘Tips for a good company presentation for companies’ should be handed out.
- Target groups: Employers.

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Description (for employers):

Your future employee would like to get to know you and your company better. By introducing your company in a friendly, understandable and brief way, you can create a positive atmosphere for the start of a job interview. This can favour open and trusting discussions.

Prepare a short company **presentation**. Use the following structure as a guide

1. Introduction

- Welcome to those present.
- Introduce the contact person from the company who is present.

2. Introduction of the company

- Name, picture and location (district if applicable) of the company.
- Picture of the company.
- Description of the company's main sector with pictures and simple explanations.
- Number of employees.
- Are there already people with disabilities in the company?

3. Tasks that can be carried out by people with intellectual disabilities

- Description of the possible tasks (if already known, otherwise description of the department).
- Clear and simple presentation of the tasks with pictures.

4. Support and adaptations

- Description of the support options in the company.
- Examples of what the support can look like in concrete terms (e.g. familiarisation, regular meetings).

5. Conclusion

- Invitation to exchange ideas and answer questions.
- Words of thanks and positive concluding remarks.

Alternative presentation style without Power Point presentation: Fill in the following fact sheet.

Name of the company	
Name of the contact person, phone number	
Address	
Short description of the company's main sector	
Number of employees (are there already employees with disabilities?)	
Description of possible tasks	
Description of support options in the company (and examples)	
filled in by/date	

(adapted from a template by Diakoniewerkstätten Rhein-Neckar, Prozess: Berufliche Bildung, Praktikumsbetrieb (Übersicht), state: July 15, 2019)