



FRIENDS OF THE CALIFORNIA GOVERNOR'S COMMITTEE FOR EMPLOYMENT OF DISABLED PERSONS, INC.



FACT SHEET AND ORDER FORM

"WINDMILLS" ATTITUDINAL TRAINING PROGRAM

WHAT IS THE "WINDMILLS" TRAINING PROGRAM?

Revised in 1993, "Windmills" is a high-impact, attitudinal training program developed by the California Governor's Committee for Employment of Disabled Persons. The curriculum consists of 11 sections (modules) that use participation and discovery as learning vehicles.

HOW CAN THE "WINDMILLS" PROGRAM HELP MY ORGANIZATION?

Many organizations would like to employ persons with disabilities but find that fears, biases and myths create barriers in the hiring process. The training focuses on attitudes and human factors, but it also concerns issues including legal requirements and accommodation. The modules primarily consist of exercises relevant to the everyday world of work to which participants can relate and then remember on the job. The new "Windmills" program also incorporates language and requirements of the Americans with Disabilities Act of 1990.

HOW IS THE PROGRAM DESIGNED?

This curriculum was designed to be easily portable, and it is comprised of 11 training modules that take about one hour each to complete. The modules may stand alone, or a number of modules can be incorporated into a longer presentation. The program features five audio cassette tapes that explain how to use the curriculum. It is designed so that the modules can be used to supplement and enhance on-going training programs within the organization. The program targets mid-level managers, human resources professionals and first-line supervisors; however, it can be an effective tool for any employee. Users of the complete training program will find increased communications among organization departments.

Although recent federal and some state laws prohibit employment discrimination against persons with disabilities, attitude often remains as the most significant barrier to employment. The new "Windmills" curriculum seeks to remedy attitudinal barriers.

WHY USE THE "WINDMILLS" PROGRAM?

"Windmills" works! Employers who use the program report a significant increase in the hiring of people with disabilities. Supervisors feel more confident in working with disabled persons after the training. Managers feel more confident about supervising employees with disabilities. "Windmills" helps employers successfully include persons with disabilities as an excellent labor resource.

A 501 (c) (3) non-profit corporation created to support the work of the California Governor's Committee for Employment of Disabled Persons (Employer Tax I.D. number: 68-0239433)

800 Capitol Mall • Room 1022 • MIC 41 • P.O. Box 826880 • Sacramento, CA 94280-0001 • (916) 654-8055 Voice or (916) 654-9820 TTY
<http://www.disabilityemployment.org>

“WINDMILLS” MODULE SUMMARIES

- MODULE 1 **EMPATHY** — Establishes group and individual identity. Provides opportunity for participants to better understand their own feelings and the feeling an employee with a disability may experience in a first-encounter situation.
- MODULE 2 **THE STORY** — A warm-up exercise that allows participants to share personal experiences they've had with disabilities or with persons who have disabilities.
- MODULE 3 **THE CALENDAR GAME** — Shows the intensity of competition among people and manifests the dynamics of group interaction. Illustrates how a disabled employee can be excluded from contributing to a company.
- MODULE 4 **RUMOR GAME** — Shows that rumors can be frequent fixtures in the work place. Shows how and why rumors quickly become distorted as they spread and how they can have a negative impact on the job environment for a person with a disability.
- MODULE 5 **PROFILE** — Points out how employers have a tendency to predetermine where a person with a disability can work. This may be attributed to an employer's lack of experience or limited exposure to the wide range of disability. Job matches on a case-by-case basis are explored.
- MODULE 6 **INTERVIEW** — Demonstrates the critical importance of asking questions in the interview to resolve concerns about hiring. Participants receive helpful hints on what to say and how to say it.
- MODULE 7 **PICK A DISABILITY** — Allows individual fears and stereotypes about disabilities to surface. Such attitudes that are based on experience (or a lack of experience) of a disability affect a person's willingness to hire a disabled individual. It brings out participants' fears about disability and demonstrates how easily emotional reactions to disabilities can be transferred.
- MODULE 8 **ASK IT BASKET** — Provides a safe environment for participants to ask questions about disabilities by giving them the opportunity to question anonymously. Embarrassment is avoided, and the answers come from the group.
- MODULE 9 **ENCOUNTER** — Includes discussion with a panel of individuals with disabilities in a noncompetitive, relaxed and information-sharing atmosphere.
- MODULE 10 **WHOSE FAULT** — Demonstrates how prejudices cause us to personally limit the employment of persons with disabilities because of our limited exposure to the variety of disabilities.
- MODULE 11 **REASONABLE ACCOMMODATION** — Looks at potential needs of workers with disabilities and possible solutions. Includes a review of the enclosed ADA question/answer sheet on the more frequently asked questions about ADA requirements.
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- APPENDIX — Includes a “Windmills” program planning guide and checklist, examples of job accommodations, a list of recommended, related films/videos, a disability etiquette guide, an overview of disability legislation, and general resource information.

Keynote presentations on the “Windmills” group training or Train-the-Trainer workshops can be arranged through the Governor’s Committee staff office in Sacramento by calling (916) 654-8055 (V) or (916) 654-9820 (TTY).

ORGANIZATIONS USING THE “WINDMILLS” PROGRAM

Following is a listing of some of the organizations using the “Windmills” training curriculum:

B	IBM Corporation	Atlantic Richfield Company (ARCO)
U	Digital Equipment Co.	AT&T
S	General Electric Co.	Lockheed Corporation
I	Syntex Corporation	U.S. Bancorp
N	Bank of America	Prudential Insurance Co.
E	TRW Corporation	Aerojet General
S	Xerox Corporation	ITT
S	Chevron USA	Fairchild Camera And Equipment Co.
	The Carnation Company	U.S. West Communications
	Rockwell International	McDonald's
	Bechtel Corporation	Northrop Corp.
	Hughes Aircraft	Hewlett-Packard
	Wells Fargo Bank	Canadian Broadcast Assoc.
	Canadian Banking Co.	
G	The President's Committee on Employment of People with Disabilities	
O	U.S. Department of Health and Human Services	
V	Social Security Administration	
E	Department of the Army	NASA
R	U.S. Department of Labor	Equal Employment Opportunity Comm.
N	U.S. Department of Agriculture	Manpower Services, England
M	Department of the Navy	State Department of Water Resources
E	U.S. Marine Corps	U.S. Department of Education
N	U.S. Department of Corrections	U.S. Office of Personnel Management
T	U.S. Conference of Mayors	National Institute of Health
	Central Intelligence Agency	States of Ohio and Alaska
	California Employment Development Department	and Department of Rehabilitation

COMMENTS FROM “WINDMILLS” TRAINEES

“All I can say about the training is that our employees that have gone through “Windmills” now are hiring disabled individuals.” — *Staff, Internal Revenue Service*

“Excellent design. It was evident that a lot of thought and feeling has gone into the program. It addressed many of the problems our supervisors are having who employ disabled persons.”
— *Administrator, Kaiser-Permanente Medical Center*

“I will feel much more comfortable working with persons with disabilities.” — *Personnel Manger, ARCO*

“I have a totally different outlook on disabled individuals thanks to this program. I feel like my eyes have finally been opened.” — *Personnel Staff, TRW*

“This workshop was excellent and the information will be used in my present position to break down attitudinal barriers.” — *Personnel Manager, Prudential Insurance Company*

"WINDMILLS" ORDER FORM

Name: _____

Title: _____

Company/
Agency: _____

Street Address: _____

(No P.O. Box. Order cannot be delivered without street address.)

City: _____ State: _____ Zip Code: _____

Telephone Number: () _____ FAX: () _____

Purchasing Agent Signature: _____

Quantity of Curriculum Kits: _____ Purchase Order Number: _____

(Attach Hard Copy of P.O.)

Payment Enclosed, Amount: _____

Prices: \$650.00 (all orders, except as noted below)

\$525.00 (all federal, state and local government agencies)

\$400.00 (reduced rate **ONLY** for affiliated states' Governor's Committees, and for non-profit, non-governmental agencies; photocopy of 501(c)(3) incorporation to be attached)

Note: Please add sales tax to all sales within California, and a fee of \$5.00 for in-state shipping. Out-of-state and express shipping costs are \$15.00.

**Make checks payable to:
Mail to**

**Friends of the CGCEDP, Inc.
Windmills
800 Capitol Mall, MIC 41
Sacramento, CA 95814**

For additional information, contact: Governor's Committee for Employment of Disabled Persons
(916) 654-8055 (Voice) • (916) 654-9820 (TTY) • (916) 654-9821 (FAX)

Please tell us how you found out about "Windmills": _____

THANK YOU FOR YOUR ORDER!

OFFICE USE ONLY

DATE RECEIVED: _____ INVOICE NUMBER: _____ DATE SHIPPED: _____ BY: _____