



We welcome you as a participating business of the Diversity Field Office Service, an initiative of the Australian Federation of Disability Organisations.

Your honesty and candor are much needed to ensure we gain an accurate picture of your perceptions. This will provide us with a holistic picture of your business so that we can provide you with recommendations that are relevant and targeted.

Our mentoring and education service is a no-cost, customised, one-on-one service designed to provide practical assistance to Geelong businesses to build their disability workplace confidence to be more welcoming and accessible. This service is the result of two years of proven research evaluated by Deakin University involving 60 Geelong businesses (2015 – 2017).

Our service works one-on-one with businesses to enable you to become more confident in three ways. We focus on helping you to understand your customers, managing and retaining your existing staff and tapping into the broadest talent pool when recruiting.

Our service is confidential. There is a small research component conducted by Deakin University to assist us to assess our impact with the businesses that we work with. All data collected will be de-identified, ie. your name and your business name will not appear anywhere in the research.

## What is your time commitment?

3 hours (across 3 meetings)

There are 4 basic elements to the service:

1. A [business analysis meeting](#) undertaken to understand your business and workplace culture. This will inform our recommendations (60 mins)
2. An [experiential meeting](#) about disability and unconscious bias (60 mins).



3. A [disability friendly check](#) - this will include walking around your premises and giving you written feedback on where improvements can be made. You are welcome to attend this should you choose.
4. [Meeting to outline the recommendations document](#) that we will prepare for your business, which includes practical resources to support your leadership team to build capacity to implement one or multiple recommendations (60 mins).

There is also a short pre and post survey (via SurveyMonkey) conducted by Dr Kevin Murfitt from Deakin University.

## What we are and what we are not:

- We are not job match service – we do not have a candidate pool waiting in the wings and therefore can provide independent advice. We can help connect you to a range of services and opportunities in the region.
- We are not experts on every disability issue – we will however put you in touch with the organisations who specialise in different areas relevant to your business interests.
- We are a point of contact for you for support and information on disability issues within your workplace. Think of us as a trusted navigator to help support your objectives.

## Who is funding this service?

- The Diversity Field Officer Service is an initiative of Australian Federation of Disability Organisations with research support from Deakin University. The program is funded by WorkSafe Victoria and Helen MacPherson Smith Trust and supported by 20+ local, state and national industry partners including Give Where You Live, G21, Geelong Chamber of Commerce, Committee for Geelong, GROW and the Geelong LLEN.