

RSA PTI Independent Futures that Work!



Oklahoma State Advisory Meeting
Year 2, Quarter 1
December 1, 2021

The RSA PTI Independent Futures that Work! Project is funded through a grant from the U.S. Department of Education, Office of Special Education and Rehabilitation Services, Rehabilitation Services Administration, and is a project of the Alabama Parent Education Center.

Disclaimers

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This Zoom meeting will be recorded for use later by participants unable to attend the meeting. Your participation in this meeting implies your consent to be recorded.

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Statewide Parent Training and Information

Visit our Website @ www.OklahomaParentsCenter.org Advocating for Children with Disabilities to Build a Better Future

Agenda

- Welcome
- Disclaimers
- Introduction New Members, if any
- Project Updates
- Next Meeting
- Adjourn

Project Updates

Website

- Our project website is now live! https://independentfuturesthatwork. com
- •We will be continuously adding new resources to our website, both national and project-created.

Project Updates, continued

We have new social media platforms! Please follow and share about our project on the following social media platforms:

- Facebook: www.facebook.com/IndependentFuturesThatWork
- Instagram: https://www.instagram.com/independentfuturesthatw ork/
- Twitter: https://twitter.com/RSAPTI IFTW

Project Updates, continued

Project-created tip sheets are now available!



Seven Tips for Youth on How to Use Email to Effectively Communicate with Others



As you move from school to adult life. the way you communicate with others will become very important. This is especially true in the workplace. Today email is the way most businesses and agencies communicate with employees customers, other businesses, etc. Below you will find some tipe for communicating with others through



Sending an Email is Appropriate People receive many emails every day Would it be easier and guicker to talk

with someone over the phone to get a question answered? Will multiple exchanges be needed to get an answer? If so, an email might not be the best type of communication. A personal conversation might be the better way to get the answer or communicate your concerns. If the content of the email is something you would not say in person, it is probably not something you should email either Also, remember that emails are not private and can be sent on to others

Tip #2: Subject Lines on Emails Clearly state what your email is about on the subject line. Keep the subject line short and to the point. Your subject line should give clarity to the topic of the email. For example, "Meeting" would not provide enough information for the reader to know what you are emailing about. However, using 'Friday Meeting on Cleaning Project" would let the person know more about what you are emailing about.



Tip #3: Using the To. Cc and Bcc Lines on Emails

It can be confusing to know how to use these lines. As a rule, the To field is for the person you are emailing and warf a response from The Co (carbon copy) field is for the people you want to see the email, but may not need to reply to you. The person in the To field can see the others' email addresses typed on that line. The Box (blind carbon copy) field is a hidden field for email addresses that you do not want the people in the To and Co fields to see You might use the Sco field to let your boss be aware of an email you are sending. You might use it if you are emailing a large group of people who do



w to Use Email to

skee and tone. Use proper

#8: Acknowledging.

warding and Replying to

plies that you are shouting or

no. Read the body of the email to

salf hadres you send it to chark the

tration and correct ounctuation

with Others

I. If a reply is expected, be sure to in a timely manner (within 12 hours. People do not like receiving ded chain mail and houses, so do ward that type of email. Check inder before forwarding an



Tip #5: The Body of the

Use a courteous greeting and closing. Address the person appropriately and spell his/her name correctly. Use spell check and grammar check. Always and your emails with "Thank You," "Sincerely", or another polite ending. Use the right tone in your email. Sometimes words can be misundentood in email. Email does not allow for body language and emotion to help provide the tone. Do not use fancy forts that can be hard to read. Be sure to not use all capital letters in an email

Tip #7: Reply vs. Reply All There are times when reply all is needed so that everyone knows the responses to an email. Other times reply should be used. For example, if everyone needs to know that you will not be able to attend a meeting, then reply all. If you are congratulating someone on a promotion that was announced everyone in the email chain does not need to see you congratulating them





Tips for Youth on How to Use Texting to Effectively Communicate with Others



In the middle of a personal

conversation with someone

only way to reach someone

texting is that it does not always require

However, it is polite to text back in a

reasonable time frame to tests that

require a response. Even just sending

an "Okay" or "Let me get back to you"

the text message is helpful. If you

would not reply in conversation, then

your test may not need a reply.

message so the person knows you say

Text messages were created to be short

messages to others. When testing,

Keep the messages short and

phones do not use the same

keep in mind the following:

that you respond immediately.

in an emergency unless it is the

Tip #2: Replying to

One of the benefits of

Text Messages

Testing is often the go-to method for communicating with others. Texting can be tricky sometimes because it cannot convey tone of voice, body language, gestures, etc. Following some common texting rules can help avoid hurt feelings and misunderstandings.



Texting Not There are times when you should not communicate by text message. Here

- Telling someone that a person close to them has died
- Ending a relationship with
- In the middle of the night when someone is sleeping
- When you are not in the right frame of mind (i.e., mad, sleepy fired, upast, under the influence)
- When you need to tell someone
- At the movies, plays or concerts
- During funerals or church services
- While driving When you need to share private o
- Use care with emols as all smart



- . Do not text in all capital letters as t makes t seem like you are angry and/or shouting
- Do not send multiple texts if they do not respond to you the first time
- Have patience as you wait for a response as the person may be busy with life activities and not able to respond at the time sent







ing with professionals such as em, health care providers ators, etc. is different than testing Hends and family. Here are a few for when you are communicating

- Do not text at times other than weekday business hours unless they tell you otherwise that it is okay to text them at different hours Respond in a timely manner so they know you have seen and read the text
- Avoid the use of emplis and abbreviations in professional texts Double or trible-check your spelling, punctuation, and
- Keep text messages brief
- When the fact conversation is complete, close with a clear end to the conversation, such as thank you or a promise to follow up
- Text messages should never be the first contact with a professional
- Be clear and to the point with what you need to say



Project Updates, continued



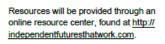
RSA PTI Independent Futures that Work Project





Our Project

Independent Futures that Work (IFTW) is a project of the Alabama Parent Education Center (APEC) in partnership with the Parent Training and Information (PTI) Centers in Arkansas, Louisiana, Mississippi, Oklahoma, and Texas. IFTW is designed to help young adults with disabilities to independently learn, live, and work in the community as young adults.



Useful resources on our website will help youth with disabilities to develop the skills needed to live the best life possible.

Resources will also provide families and professionals support as they help young adults to transition to adult life.



Find us on social media:

Facebook:

www.facebook.com/IndependentFuturesThatWork Instagram:

https://www.instagram.com/independentfouresthatwork/

Twitter: https://twitter.com/RSAPTI_IFTW

The RSA PTI Independent Futures that Work! Project is funded through a grant from the U.S. Department of Education, Office of Special Education and Rehabilitation Services, Rehabilitation Services Administration. The Alabama Parent Foundation Center is the project lead agency and is located at P.O. Box 118, Wetumpka, AL 38092. Phone: 334-567-2252

Flyer describing the Independent Futures that Work project is posted to website to download and share.

How You Can Help

- Please share our website and social media platforms with those who would benefit from this information.
- Check back on the website often as we will be uploading additional information all the time.

Thank you for attending our meeting!

2022 Meeting Dates:

Wednesday @ 9:00 am

March 2nd
June 1st
September 7th
December 7th





