Learning Path: Accessible Communications in the Workplace

Supported/Endorsed by [Missouri Assistive Technology](#) and the [Governor's Council on Disability](#)

This learning path provides a set of training resources to ensure accessibility of all **meetings** (in person and virtual), **events, documents and emails, multimedia, websites** (public and internal) and **social media content**

Accessibility Guide

A Toolkit for Accessible Communications in the Workplace

Read time: 8 minutes
This toolkit provides information and resources on how to make meetings, events, and communications accessible to all team members and customers. The guide references the core training outlined below, plus other additional trainings that you may be interested in.

Accessible Websites

Web Accessibility Awareness/Fundamentals Training (Missouri Assistive Technology)

Watch time: 50 minutes
With technology being such a critical part of how we do our jobs, having accessible solutions is essential to providing an inclusive workplace. This training shares technology solutions for each type of disability and touch on best practices for developing more inclusive experiences in your web content, meetings, emails, presentations, and social media posts.

Accessible Meetings

Accessible Meetings

Read time: 17 minutes
This guide provides information on how to plan in-person meetings so that they are inclusive of people who have vision, hearing, mobility, cognitive and other disabilities.

Accessible Virtual and Hybrid Meetings/Events

Accessible Virtual Hybrid Meetings/Events

Read time: 7 minutes
This best practice and checklist guide provides information on how to plan virtual/hybrid meetings so that they are inclusive of people who have vision, hearing, mobility, cognitive and other disabilities.

Accessible Documents

Accessible Word/PDF

- [Creating Accessible Word Documents (Missouri Assistive Technology)](#) - 37 minutes
- [Creating an Accessible PDF Document (Missouri Assistive Technology)](#) - 57 minutes
- [Creating an Accessible PDF Document – Part 2 (Missouri Assistive Technology)](#) – 52 minutes
- [Creating an Accessible PowerPoint Document, (Missouri Assistive Technology)](#) – 45 minutes

Advanced PDF: Remediation (for complex documents and fillable PDF form)

- [Deeper Dive with PDF Remediation - Tables and Fillable Forms (Missouri Assistive Technology)](#) – 1 hour
- [PDF Remediation – Part 2 (Missouri Assistive Technology)](#) - 57 minutes

This set of courses walks you through Word and PowerPoint accessibility, as well as converting to an accessible PDF document. For those who create more complex documents or fillable PDF documents, there are two advanced PDF remediation courses.

Accessible Multimedia

[Video Captioning (Missouri Assistive Technology) – 1 hour, 10 minutes](#)

Learn how to create your own video captions. Three platforms will be used for our demonstration: AgeiSub, YouTube, and a Facebook Page.

[Planning Accessible Audio and Video Content](#)
(Part of section508.gov's Accessible Multimedia guide)

Read time: 1 minute

Use this handy two-question workflow to determine whether to use captions, audio descriptions, text transcripts or a combination of these methods.

Accessible Social Media Content

[Accessible Social Media (Missouri Assistive Technology)](#)

View time: 48 minutes

This training includes tips and advice for creating accessible social media (such as Facebook, Twitter, Pinterest, Instagram, etc.), covering topics on images, URL links, recorded videos, hashtags, Emojis, GIFs, and more. This training is targeted for the social media administrator or for those who provide social media content to other staff.