



**Disability**  
**Leadership**  
Institute

## 2021 Member Guide

*Develop, Support, Promote – Disability Leaders*



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# Introduction

Welcome to the Disability Leadership Institute! We are here to stand by you on your leadership journey.

**There are two major benefits to Premium and Entrepreneur Membership:**

## Monthly Member Groups And Members Community

This Member Guide offers step-by-step instructions to accessing and making the most of these spaces, as well as other member benefits. To make things easier, this document goes hand in hand with a series of videos you can find on the DLI YouTube Channel.

Store this document somewhere with easy access and bookmark <https://www.youtube.com/channel/UCDOaNO7IOhyymA6gqiOJggg>  
(The Guide is also available on our website under publications - just in case.)

If you need further information or explanation you can always email the Team at [engage@disabilityleaders.com.au](mailto:engage@disabilityleaders.com.au)

We look forward to your leadership journey with us!



# Your Membership

**‘It’s so good to share with  
others like me!’**

- Member, 2019

# Membership

Membership is open to all disabled people everywhere.

## Starter Membership: a Place to Start

Starter Membership is designed to keep you in the disability leadership loop. If you are new to the idea of disability leadership and curious to know more, this is the perfect window in to see what is going on at the DLI.

### Starter Membership Benefits:

- Listing on the National Register of Disability Leaders
- Regular (weekly) member only e-bulletins
- Receive news and opportunities from the DLI

## Premium Membership: where your leadership development happens

Premium Membership gives you the space and opportunity for meaningful leadership, whatever your leadership experience.

### Premium Membership Benefits:

- Monthly Member Groups
- Online Members Community
  
- Free access to DLI online courses and webinars
- Promotion by us across various social media channels
  
- All the benefits of Starter Membership

## **Entrepreneur Membership: a place for business innovation and support**

Entrepreneur Membership offers a targeted space for those members running or setting up their own business. Together they can discuss, share, and problem solve the aspects of leadership unique to entrepreneurship, alongside shared learning on how to run a business.

### Entrepreneur Membership Benefits

- Access to Disability Entrepreneurs monthly Co-discovery Sessions
- Access to Disability Entrepreneurs members community (on Facebook)
- All the benefits of your Premium Membership

*Note: Entrepreneur Members are Premium Members with added benefits. All Premium Member information applies to Entrepreneur Members.*

# Member Portal

The DLI Member Portal is where you can manage your membership. Here you can:

- Manage your membership status (renewals etc.)
- Keep your personal information up to date (address, leadership level etc.)
- Book appointments

You can access the Member Portal at:

[www.disabilityleaders.helloclub.com](http://www.disabilityleaders.helloclub.com)

To help you access and learn to navigate the Member Portal, you can watch a series of short videos.

- Logging in to the Member Portal
- Finding Your Member Code
- [Updating Your Information in Member Portal](#)

You can also access Member Guides on various topics directly from Hello Club (who host our portal). Find helpful instructions for:

- [Listing your details in the member directory](#)
- [Push notifications](#)
- [How to renew your membership](#)

# Leadership Levels

When you join the DLI we ask how you identify as a leader so we can make sure you receive the right resources and information.

Tell us what level best represents your leadership?

1. **Getting Started** in my leadership work
  - You are new to leadership
  - You are looking to develop the skills you will need
  
2. **Consolidating** my skills and getting confident at using them
  - You have been working on your leadership development for a while
  - You want to start using the skills and expertise you have gained
  
3. **Stepping up** to the next level of leadership
  - Your leadership career is well under way
  - You likely have a team or network looking to you for leadership
  - You are recognised as a leader
  - You are asked to be involved because you make a difference
  
4. **Experienced** leader wanting to connect with other experienced leaders
  - Your leadership career is advanced
  - People look to you for guidance
  - You are mentoring others
  - You put your time and energy into the development of others
  - You rarely put time into your own development

## Monthly Member Groups

Be part of a group of leaders who are at a similar stage of leadership development to you. Meet virtually, online, each month at a time that suits you to connect, share, trouble shoot and support.

All Premium and Entrepreneur Members can participate in DLI Monthly Member Groups. When you sign up, you let us know your leadership level. We use this information to match you with your peers so that your group works for you.

Monthly Member Groups are conducted via Zoom or Google Meet.

## Members Community

The DLI Member's Community is an email group and one of the major benefits of your Premium or Entrepreneur Membership.

It is a safe place to discuss leadership, share what you have been reading, help solve problems, and talk about your own leadership work.

*Note: See page x for practical information on using the Member's Community*

## National Register of Disability Leaders

The National Register of Disability Leaders is Australia's first, and only, national register of disability leaders seeking appointments to various positions, including boards, committees and paid employment.

All members, at all levels, are automatically added to the Register. You will be notified of opportunities as they arise, based on your location.

## Online Courses

Online learning at a time that suits you.

The DLI provides a suite of courses and webinars open to anyone who wishes to participate.

*Note: For information on how to access our online courses, see page x. DLI Premium Members have free anytime access to courses and webinars. DLI Entrepreneur Members also have free access to Co-Discovery Sessions. Use your personal member code to gain access.*

## Promotion

The DLI promotes the work of our Premium and Entrepreneur Members at every chance.

Just provide your social media handles to the DLI Team so we have the ability to share your successes. We set up an alert for each member to keep track of the great work you are doing. You can provide your social media handles via your profile in the member portal.

*Note: Watch this video for Step-by-Step instructions*



## Entrepreneurs Members Community

The Entrepreneurs Facebook group is the primary discussion community for DLI Entrepreneur Members.

Share knowledge, ideas, ask questions and trouble shoot in a safe space with other Disability Entrepreneurs.

## Entrepreneurs Co-discovery Sessions

Entrepreneurs members are welcome to join our monthly Co-discovery Sessions. Each month Entrepreneurs share knowledge, ideas, ask questions, about the topic under discussion.

The topics are centred on business practice and are decided by discussions in the Entrepreneurs member Facebook group. The Sessions are recorded and available for free anytime access via our online courses.

*Note: See page 13 for how to use Zoom to participate in Co-discovery Sessions.*



# How to Engage with Us

**‘Can’t thank you enough for your valuable resources and remarkable support for Disability Leaders!’**

- Member, 2019

## Members Community

The Member's Community is open to all DLI Premium and Entrepreneur members. When you join, you will automatically be added to the Members Community, and email discussion group – the Google Group 'Disability Leadership Institute members community'.

### How to Participate

To ask a question or start a discussion, simply write an email and address it to:

[disabilityleaders@googlegroups.com](mailto:disabilityleaders@googlegroups.com)

To comment on an existing conversation, just hit reply to an email.

### Who are you talking to?

All Premium and Entrepreneurs members join the community. This means when you start a conversation or reply to an existing conversation, all of our Premium and Entrepreneurs members can see what you have sent.

### Why Email?

The DLI use an email discussion group for reasons of accessibility. We asked members what would work and this is their platform of choice.

### Email Options

You can receive Member's Community emails in real time as individual emails, or you can opt to receive a single daily digest with all that day's content in 1 email.

If you would like to receive a single daily summary email just ask us. Contact us at [engage@disabilityleaders.com.au](mailto:engage@disabilityleaders.com.au) to request this.

# Using Zoom

Zoom is one program the DLI uses for Member Groups, Entrepreneur Co-discovery Sessions, virtual meetings and live webinars. To participate you need a computer or smart device (e.g. tablet, phone) that has an internet connection, a camera, and a microphone.

## How does it work?

Ahead of a meeting or webinar, we will send you a 'Zoom Invitation'. This includes:

- time and Date
- a link to automatically join the meeting
- a unique Meeting ID (9, 10, or 11 digit number)
- a teleconferencing number

## Connecting using Email

- Join by clicking on the URL link in your e-mail or calendar invitation.
- You will be prompted to download and run Zoom the first time you use it, allow this to happen.
- Join meeting using computer audio.

See our [Navigating Zoom](#) video for to see how the process works.

## Connect via web browser

- Go to [join.zoom.us](https://join.zoom.us) in any browser (Chrome, Firefox, Safari, etc)
- Enter your meeting ID from the Zoom invitation and click 'Join'

*We ask that you use headphones or earbuds to prevent echoes and feedback.*

# Using Google Meet

Google Meet is one program the DLI uses for Member Groups, Entrepreneur Co-discovery Sessions, virtual meetings. To participate you need a computer or smart device (e.g. tablet, phone) that has an internet connection, a camera, and a microphone.

## How does it work?

Ahead of a meeting or webinar, we will send you an email that includes:

- time and Date
- a meeting link / code

## Connecting via the meeting link

We will send you an email with a meeting link. Simply click this link to join

If you are joining a Google Meet for the first time, you will need to create or sign into an existing Google Account. You can create a Google Account using your existing email address here:

<https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp>

## Connecting from your web browser

- In a web browser, enter <https://meet.google.com>
- Click Enter a code or link > click Join.
- Enter the meeting code
- Click Continue and then Join now.

See our [Navigating Google Meet](#) video to see how the process works.

*We ask that you use headphones or earbuds to prevent echoes and feedback.*

# Using Thinkific to Access Online Training

The DLI uses the Thinkific platform to host our Online Courses and webinars. Before taking your first course with DLI, you will need to create a Thinkific user account. You will be prompted to create an account when you begin the enrolment process.

## Enrolling in a DLI Course

- Select your chosen DLI course through our [Training Platform](#)
- Create a Thinkific account or log in to your existing account.
- Select a payment method, input credit card details and confirm the purchase.

## Using your Member Code for Free Access

Premium Members receive free access to DLI Online Courses and Webinars.

In addition, Entrepreneur Members receive free access to Co-discovery Sessions.

To access courses for free follow the above steps. When you come to payment options, select 'DLI member? Insert your personal code'. Select purchase to access the course for free.

See our [Creating a Thinkific Account](#) video to see how the process works.

## Social Media

One of the ways we stay in touch with you and promote our members is on social media. Join us to hear more about funding and job opportunities, relevant articles and links, and to stay up to date with the achievements of your peers.



### LinkedIn

<https://au.linkedin.com/company/disability-leadership-institute>

Where we promote our premium and entrepreneurs members, share news and share interesting articles and career opportunities.



### Twitter

@DisabilityLead <https://twitter.com/DisabilityLead>



### Facebook

<https://www.facebook.com/disabilityleadershipinstitute/>

Where we promote our premium members, share out latest news and share links to interesting articles.

Where we keep you up to date with the latest in Disability Leadership, read interesting articles and see the latest news

## Step-By-Step Videos

To see a full list of our Membership videos, go to the 2021 Member Guide Playlist on our YouTube Channel:

<https://www.youtube.com/channel/UCDOaNO7IOhyymA6gqiOJgqg>

Here you will find guides for:

- [Logging in to the DLI Member Portal](#)
- [Updating your Information](#)
- [Joining A Zoom Meeting](#)
- [Navigating Zoom](#)
- [Joining a Google Meet](#)
- [Navigating Google Meet](#)
- [Finding Your Member Code](#)
- [Creating a Thinkific Account](#)
- [Accessing DLI Courses with your Member Code](#)



## Member's Code of Conduct

In Disability Leadership Institute (DLI) spaces, our primary goal is to create safe and respectful environments for members to have conversations. We have developed the DLI Members Code of Conduct to help out in difficult situations. It is all about maintaining the respect and kindness that currently define our spaces.

In brief, the Code asks members to:

- Be aware of our obligations, rights and responsibilities as members
- Uphold our principles and values
- Recognise and Respect members and non-members

The code also sets out how we approach leadership development, how we cultivate communal learning, and how we support each other as individuals.

Please read the Members Code of Conduct



# Who We Are

**‘This is a safe place to share these things.’**

- Member, 2019

## Develop, support, promote – Disability Leaders

The Disability Leadership Institute has been established by disabled leaders for disabled leaders. It is time to change the way leadership is understood.

We do things differently by looking at leadership through a disability perspective, and by acknowledging the specific attributes of disability leaders. We use this perspective to develop our programs, short courses and webcasts so that you have access to the latest in leadership development without encountering ableism and discrimination, while also using your disability to enhance your leadership style.

### Christina Ryan



Christina Ryan is the CEO and Founder of the Disability Leadership Institute.

She has been an active leader in the Australian disability community working to change the diversity agenda.

Christina has identified and named Disability Leadership and is the pioneer behind this growing field.



## Why?

Disabled people make up 15% of the global population. This is over 1.3 billion people.

Disability is often forgotten in diversity discussions.

DLI members come from over 20 countries across an array of industries.

Disability Leaders are operating almost entirely under their own resources and within their own circles of engagement.

Many established leaders are regularly mentoring several emerging leaders to ensure some continuity and succession planning for leaders with disabilities over time.