



**Disability**  
**Leadership**  
Institute

## 2023 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 your membership:**

## **Monthly Member Groups** And **The Members Community**

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

Store this document somewhere with easy access and bookmark

<https://www.youtube.com/channel/UCDOaNO7IOhyymA6ggiOJggg>

(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!’*

- DLI Member

*‘Knowing that you’re not out there on your own, there’s this community.’*

- Member Group participant

# Member Benefits

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 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
- Access to the DLI members Directory in the member portal

## 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:

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



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

Entrepreneur Membership offers a targeted space for those members running their own business. A place to discuss, share, and problem solve the aspects of leadership unique to entrepreneurship.

Entrepreneur Membership Benefits

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

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

## DLI 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.)
- Register for courses and programs
- Access the (optional) DLI Member Directory to find other DLI members
- View the DLI calendar for the year
- Buy your DLI lapel pin

You can access the Member Portal at: <http://disabilityleaders.helloclub.com>

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

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

# The DLI Member Directory

The DLI Members Directory is inside the Member Portal.

When you sign up for membership there is an option to be listed in the Members Directory.

You can find the Directory via the left side navigation bar inside the Member Portal.

You can choose to show:

- your name
- the industry you work in
- your social media handles
- your location (the Australian State you live in, or international)
- whether you are contactable by email (your email will not show).

You can use the DLI Member Directory to find other members, to network, and to be contactable by other members.

*Not all DLI members opt into the Directory.*

*The Directory is not visible outside the Member Portal.*



# 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. Our Member Groups are framed around your leadership level.

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

*Note: You can keep your leadership level up to date by updating your personal information in the member portal. [This video](#) provides a walkthrough.*

## 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 to connect, share, trouble shoot and support.

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

Member Groups are small with a consistent membership. All conversations are strictly confidential and facilitated. Your Monthly Member Group is a regular dose of intensive leadership development.

Monthly Member Groups are conducted via Zoom.

## The DLI Members Community

The DLI Members 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. DLI members raise a variety of interests and issues in the Members Community knowing that it will generate a respectful and thoughtful conversation.

*Note: See page 16 for practical information on using the Members 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.

A growing number of organisations, right across all fields of government, non-government and business use the National Register to find high quality disabled talent.

Many DLI members sign up for membership to receive the National Register bulletins.

*'I was a bit unsure heading into the process, but thought it was worth a try to advertise the position through DLI. We have always found it tough to attract great Board members, particularly those with the right combination of business and lived experience.*

*'Well! We have ended up with a tough choice given there are so many wonderful candidates have come through from you. What a great problem to have!'*

- Advertiser - National Register of Disability Leaders

## 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 view them.

*Note: For information on how to access our online courses, see page 18. DLI Premium Members have free anytime access to select courses and webinars. DLI Entrepreneur Members also have free access to Co-Discovery Sessions. Use your personal member code to gain free access.*

## Promotion – Members in the News

The DLI promotes the success of our Premium and Entrepreneur Members at every chance. This is why we ask you to opt into Members in the News in the Member Portal. Not everyone is open about their disability in public, so this is optional.

Just provide your social media handles in your member portal profile so we can also share your successes. We set up an alert for each member who opts in to keep track of the great work you are doing.

Our weekly Members in the News posts are listed under “news” on our website. We also share them with in our monthly bulletin to all DLI stakeholders.

## The Disability Business Directory

The Disability Business Directory lists businesses owned and run by disabled people.

The DLI is often contacted for information on where to find disability led businesses. We refer these people to the Disability Business Directory on our website (listed under resources).

All DLI premium and entrepreneurs members are welcome to list their business in the Disability Business Directory. Listing is free, and continues while you remain a premium or entrepreneurs member.

To list in the Disability Business Directory, go to the Directory on the DLI website:

- You will be asked to create a user account – this is what we use to recognise you as a DLI member.
- Provide details about your business.
- Identify one or more categories that your business can be listed under. If you need more categories contact us and ask.
- Tag your business so that it shows up in search engines.
- You can upload 2 photos to your listing. If you have a logo this can be one of your photos.

When people are looking for a disability led business they can contact you directly via your Disability Business Directory listing. We also receive a notification so we can make sure you have received the inquiry.

## **Entrepreneurs**

### **Entrepreneurs Members Community**

The Entrepreneurs Facebook group is the primary discussion space 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 Co-discovery Sessions. Every second 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 17 for how to use Zoom to participate in Co-discovery Sessions.*

### **Entrepreneurs Networking Meet**

Every second month, DLI Entrepreneurs Members have a Networking Meet. An open conversation to get to know each other, share ideas, ask questions and share advice on business practice.

All Entrepreneurs Members are welcome. You will be automatically sent an invitation when you sign up as an Entrepreneur Member.

*Note: See page 17 for how to use Zoom to participate in Networking Meets.*

## DLI Training and Development Program

The DLI has a policy of drawing on the expertise of our premium and entrepreneurs members to deliver our annual program of training and development.

The DLI was originally established as a way of building succession planning in our community. Our training and development program is targeted at what our community needs. Delivered by disability leaders.

If you are interested in delivering a webinar, short course, or program as part of the DLI training and development program, contact us.

Think about what you wanted to know.  
Think about expertise you have that is worth sharing.

The DLI charges training fees for our programs and has a payment system in place for our training delivery team.

*Information sheets are available about:*

- *designing a training program*
- *DLI training payments policy*

The DLI has a list of members who have offered to mentor fellow DLI members to develop a webinar or course.

The DLI is always interested in suggestions from our members about what training and development you would like to see at the DLI.



# How to Engage with Us

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

- DLI Member



## 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 address an email to:

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

To comment on an existing conversation, just hit reply to an email. All replies go to all group members.

### Who are you talking to?

All Premium and Entrepreneurs members of the DLI have access to the community. This means when you start a conversation or reply in 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 will receive emails routinely – these are ongoing discussions. 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

The DLI uses Zoom 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' via email.

This includes:

- time and date
- a blue link to 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 asked 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 a step-by-step instructions.

### 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'

*DLI members have a variety of access needs, so **please wear earbuds or headphones** to reduce feedback and echoes during Zoom meetings.*

*We also recognise that some DLI members have disabilities which prevent them wearing earbuds or headphones. For this reason, all participants are asked to mute when not talking.*

## Using Thinkific to Access Online Training

The DLI uses the Thinkific platform to host our pre-recorded Online Courses and webinars. Before viewing 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 Online 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 select 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 for a step-by-step instructions.

## 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>

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



### Facebook

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

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

## Video Instructions

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

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

Here you will find step by step instructions 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](#)



# Who We Are

*'This is a safe place to share these things.'*

- DLI Member

## Develop, support, promote – Disability Leaders

The Disability Leadership Institute has been established by disability leaders for disability 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



In 2016 Christina Ryan took one of the most radical steps in her long career of activism and change making: she put the two words disability and leadership into the same sentence. Her next step was founding the Disability Leadership Institute.

Now governments and major corporations use the term “disability leadership” and Christina shares her experience and leadership knowledge with disability leaders all over the planet.

As a specialist leadership coach, Christina now uses her decades of expertise built through frontline disability rights activism, community sector management, systemic advocacy, working at the United Nations, and mentoring to build more disability leaders.



## Why?

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