

**TOOL 16 - GUIDELINE 4: LEADING THE ROOM**  
**Module: ALL – EMPOWERMENT OF THE JOB COACHES**  
**Worksheet**

**Objectives:**

Learning how to engage an audience by:  
 Seeing the impact of using different volume on your voice and diction articulate.  
 Learning how to use your body language, being physically present and expressive.  
 Using a body language that supports and reinforces your message.  
 Being conscious about how you use your presence to lead the room and influence the atmosphere.  
 Pace and flow: knowing how to keep a natural rhythm and momentum in your delivery.  
 Using the actual physical space – actively engage in the space around you.  
 Vary between sitting and standing, use and point to visual aids.

**Materials required:**

Printed out worksheets and needed attachments for each session.

**Step by step facilitation instructions:**

Keep a calm, consistent energy rather than overly animated or unpredictable behaviour.  
 Keep a clear, steady and well-paced speech.  
 Keep a consistent and intentional body language.  
 Keep a structured leadership with directness and sincerity.  
 Vary between sitting and standing positions.  
 Use the whole room as an instrument, point to posters, visual aids or other visual means of action.

**Expected duration**

Throughout the group session including check – ins: 120 minutes.

**Expected outcomes**

Engaged audience.  
 Clear and easily understood messages.  
 More comfortable, predictable and less overstimulating environment.  
 Autistic adults process information more effectively.  
 Clarify meaning and reinforce spoken words leaving less space to «read between the lines».  
 Co-leaders and job coaches with more surplus and energy.

**Autism-specific adaptations**

Structured instructions and predictable flow – Flexible timing and reduced cognitive load. Environmental adjustments to minimise sensory stress.

**CHECKLIST**

- I understand the purpose of leading the room:
- I keep a calm, consistent energy:
- I do three or more steps in leading the room: