

TOOL 17 - GUIDELINE 5: FLEXIBILITY

Module: ALL – EMPOWERMENT OF THE JOB COACHES Worksheet

Objectives:

Flexible job coaches/ co-leaders
Choosing situations that occur in the room to be valuable learning situations rather than disturbance
Job coaches/co-leaders that respond, rather than react
Identifying and being aware of own triggers
Handling the trigger situations differently by a more active choice
Support and maintain the invisible line and professionalism by not being emotionally involved

Materials required:

Printed out worksheets and needed attachments for each session.

Step by step facilitation instructions:

With your co-leader, do a brainstorming of different trigger situations that may happen when working with groups.
Identify your current response to triggers.
Prepare and plan for alternative ways of meeting the triggering situations, for example take a few breaths, stand up from the chair, straighten your back, let your co-leader involve until you regain focus.
Choose to dance in the moments. This means that rather than being attached to a rigid plan, allow yourself to follow unexpected happenings and moments with curiosity and calm, acting rather than reacting.
Mirror the participant. Rather than taking things personally and respond emotionally to this, be curious on the participant. Ask questions based on what you observe, and what the participant expresses, rather than how you feel about it.

Expected duration

Before the group session: 30 minutes
Throughout the group session including check – ins: 120 minutes

Expected outcomes

Co-leaders and job coaches with more surplus and energy.
Keeping the «invisible line» and professionalism.
Respect of group processes without personal involvement.
As a job coach/co-leader, you manage to hold a bigger space for your participants and keep the focus where it is supposed to be.
A more inclusive, respectful and supportive environment.
Flexibility helps support individual needs and preferences.

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 flexibility:
- I manage to keep the invisible line:
- I am aware my triggers and how to handle them: