

TOOL 18 - GUIDELINE 6: PREPARATIONS
Module: ALL – EMPOWERMENT OF THE JOB COACHES
Worksheet

Objectives:

To keep a well prepared in line co-leadership.
Predictability and mastery for co-leaders and participants.

Materials required:

Printed out worksheets and needed attachments for each session.

Step by step facilitation instructions:

Familiarize yourself with the JobAut-methodology and the toolkit.
If possible, complete the JobAut E-learning.
Familiarize yourself with what is going to happen day by day.
Read the instructions, work sheets and tool description.
Prepare the co-leadership, agree to who opens which section, exercise and demo.
Get familiar with the purpose of each tool and the connections between the tools.
Practice the demo and presentations with your co-leader.

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.
A more inclusive, respectful and supportive environment.

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 preparations:
- I have prepared in front of each session and printed out the info I need:
- I have prepared individually and together with my co-leader: