



Unit 3: AREAS OF ADAPTATION OF AN EMPLOYEE WITH ASD AT WORK – WORKSHOP

SUGGESTIONS FOR PREPARING A WORKSHOP

The trainer prepares role play with the participants and diagrams of various types of conversations introducing the employee to the above-mentioned topics, with particular emphasis on the communication needs of people with ASD.

During the workshop, the trainer points out to the participants the importance of the adaptation process and adaptation procedures - together with the group design the process, develop procedures and tools such as:

- Adaptation of new employees - goals, rules and stages.
- Practical steps of employee adaptation.
- Implementation scope.
- Elements facilitating adaptation.
- The scope of information packages that an employee with ASD should receive and their form.
- A form of summary and evaluation of the implementation (it is worth reflecting on the effectiveness of such implementation, finding strengths (experience and good practices for the future) and weaknesses (by highlighting mistakes made at the stage of implementation, we can avoid making them in the future and ensure clarification and correct communication in case the person with ASD does not understand the UNITS or does not do his/her job properly as a result of incorrect training/introduction).



1. Identification of interest in the job: Here the process should begin when the person with ASD shows interest in the position, within their wishes and capabilities. This will help the company and the employees to motivate themselves together with the person with ASD, since we start of your needs.

2. Meeting and Planning: In order for the person with ASD to be in a more relaxed environment, we offer them the opportunity to express themselves through team meetings, where they can even be accompanied by a specialized tutor or colleagues who will serve as guiding support within the job planning tasks, schedules, shifts, changes, signings, wardrobe, everything related to this area.

➤ **Support materials that we can use in this process:**

Here we can use more adaptive exercises such as: who is who so the person with ASD will put a face to their colleagues and the functions that each one performs; this will be a more attractive exercise since it is visual with cards and photos of the employees / colleagues will find it easier to communicate and who to turn to at all times