

Management Tools, Work Supports, & Accommodations

CONNECTION AND SUPPORT

- Early conversation: you're not yourself, how can I help?
- Job coach
- Job mentor
- Work buddy

FLEXIBLE SCHEDULING AND TELEWORK

- Flexible work schedule
- Part-time schedule for short duration
- Walking, exercise breaks
- Breaks to use coping skills
- Leave for appointments and treatment
- FMLA intermittent leave
- Telework

ORGANIZATION/EXECUTIVE FUNCTIONING/LEARNING DIFFERENCES

- Provide longer learning period
- Laminate to-do list and check items with erasable marker
- Daily, weekly, monthly task lists with color coding for prioritization
- Divide large assignments into smaller tasks
- Give written job instructions as needed
- Establish written goals
- Develop work agreements with clear expectations
- Provide notebooks and planners to record information
- Require to-do lists and calendaring
- Plan ahead and give notice
- Develop electronic reminder process
- Over-communicate
- Weekly meetings to discuss workplace issues
- Permit longer time to perform tasks

DISTRACTIONS

- Plan uninterrupted work periods
- Reduce distractions
- Set a time keeping watch for start and stop times, mental breaks
- Permit music with earbud
- Room divider, quiet cube or office location
- White noise, permit head phones

TREATMENT SUPPORTS

- Leave for appointments
- Leave for panic attacks
- Allow doctor telephone calls during work day
- Mindfulness training and breaks
- Permit breaks to apply coping techniques
- Exercise breaks

JOB RESTRUCTURING

- Trade job tasks with other staff if possible
- Remove triggers
- Reduce time dealing with public

SOCIAL/COMMUNICATION ISSUES

- Be compassionate, avoid showing frustration
- Modify supervision methods
- Work buddy
- Provide communication/sensitivity training
- Do not mandate social interactions or social function

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