

SUPPORTING WORKPLACE COGNITION

Accommodations for task initiation and completion

Difficulties starting and completing a task, irrespective of the individual's level of skill, may lead to delays in producing work and could contribute to frustration or conflict.



Task initiation

To complete a task, first you have to get started. Employees with FASD can struggle with getting started on tasks and when they do eventually, they may take longer to do the task and expend more effort.

Difficulties starting a task may look like:

- Procrastination.
- Looking easily overwhelmed.
- Appearing uninterested, unmotivated or lazy.

Problems with initiation at work can be supported by:

- ✓ Providing structured, daily routines.
- ✓ Having an organised system of resources so equipment and other required materials can be easily located.
- ✓ Providing clear and specific goals to achieve within specific timeframes.
- ✓ Letting the employee choose the tasks they would like to start with.
- ✓ If possible, ask the employee to choose which task they would like to complete for the day.
- ✓ Praising the employee for starting without assistance or prompts.

Accommodations for task initiation and completion

Completion of tasks

The successful completion of tasks and projects at work relies on individuals who can work independently, get organised, plan and manage difficulty.

Employees with FASD may:

- Show poor follow-through with a task.
- Struggle with multi-tasking and planning a sequence of steps to complete tasks.
- Appear disorganised.

Completion of tasks can be supported by:

- ✓ Providing small and realistic projects to build confidence and practice skills.
- ✓ Providing a clear and detailed explanation of the task or activity prior to starting it.
- ✓ Involving the person in planning the activity.
- ✓ Breaking down tasks into smaller, more manageable steps.
- ✓ Encouraging the person to write down, or sketch the sequence of steps to conduct the task (this can be on a whiteboard, paper or electronic device).
- ✓ Providing visual or verbal aids for more routine tasks.
- ✓ Asking for instructions or steps to be repeated back in their own words, to ensure comprehension and learning.
- ✓ Encouraging the employee to frequently check back to their plan and cross off tasks already achieved.
- ✓ Providing extra time to complete the tasks.
- ✓ Minimising disruptions, such as using a desk screen or headphones.
- ✓ Setting a timer.
- ✓ Having short movement breaks.
- ✓ Encourage working in pairs or allocating another employee to be a 'buddy' to provide support.

Persons with FASD may have the skills to undertake the tasks, however, they may struggle to get started or to complete tasks. These strategies may be effective in supporting the person in achieving their tasks.