

Employment Plan Sample

Name: TM

Employment Specialist: HS

Address: Towson MD

Employment History: Private Contractor

Date:

Employment Goal: Home Depot Associate

Tom, you have successfully completed (choose appropriate option a) vocational evaluation b) situational assessment c) other. We at (agency/rehabilitation center) believe you are ready to seek work.

You have learned a great deal about yourself during the pre-employment process. You have worked hard with the team to learn what are the injury-imposed barriers to successful employment as well as what are the strengths you possess and the strategies that you can use to work around the barriers. In this plan we will review your strengths, the barriers and review and summarize the strategies you have learned that will help you on the job.

Let's first review those strengths and how you and your job coach can draw upon in your new job.

Strengths:

1. You have **excellent interpersonal skills**. You quickly adapted to the program and participated in all activities with staff and your peers. This is one of the most important skills for any employee.
2. Your **task persistence** is very good. This is an important work-related skill, you are able to put aside any concerns you have and focus on the task at hand.
3. Good **divergent thinking skills**. This refers to the ability to generate more than one solution to a problem or situation.
4. **You ask for help and/or feedback** when working on a task and are able to **apply the feedback given** back into your work efforts.
5. **Excellent work history**, always an asset to a potential employer
6. **Awareness of the injury's impact on your day to day activities**. Because you are so aware of problems, you have been very open to participating fully in your rehabilitation program. This has been a bit of a double edged sword however as on occasion you focus on what you can't or have difficulty doing and get bogged down second guessing yourself and feeling overwhelmed. We hope your success in program, solid work history and support of your family

will provide you with the confidence you need as you start your new job.

Now let us review those areas you have been working so hard to overcome. You have made great strides, however you need to keep these barriers in mind so they will not become stumbling blocks to work success.

Barriers:

1. Reduced **auditory processing skills**. This means it is sometimes hard for you to pay attention, understand, and then remember what you hear.
2. You can be **Impulsive** in you what you say or do in conversations or when in certain situations. You are more at risk to be **Impulsive** when you are in a new situation, or are not sure what is being asked of you (due to **reduced auditory processing**). Feeling anxious can make **impulsivity** worse.
3. **Word retrieval difficulties**. This means during conversations, or when you are putting your thoughts on paper, you sometimes struggle to find the words to express yourself. We have observed when you are feeling stressed, your ability to pull words out is that much more difficult.

Strategies:

1. To improve your **auditory processing skills**, the ability to attend to, understand, and remember what is said to you we strongly suggest you keep a small notebook on the job. Use it in the following ways:
 - ✓ Jot down notes of work related tasks and instructions in your job log. The mere act of writing things down reinforces your comprehension and memory and serves as a reference for later. Writing down tasks at work so that you can refer to them later is key to your ability to work independently.
 - ✓ Ask for clarification, or repetition of what is being said to you.
2. **Impulsivity** can lead to mistakes made on the job and can lead to misunderstandings in personal relationships. To help you “put the breaks on”, we suggest the following strategies:
 - ✓ You can jot down in your job log what you want to say so you can review and organize your thoughts. Do this when you have questions for your supervisor or co-workers. Of course this is not practical for day to day conversations. For those situations,
 - ✓ Put “breaks” in between sentences. This way you can mentally prepare what you want to say next, and it

provides your listener an opportunity to respond to what you have said.

- ✓ To reduce **impulsivity** caused by feeling nervous or anxious, try this deep breathing exercise. Draw in a long breath over 4 counts, hold it for 4 and then let out slowly for 4-8 counts.
3. Some of the strategies for **impulsivity**, can be used to help improve your **word retrieval** skills. For example:
- ✓ Writing down what you want to say in advance
 - ✓ Mentally rehearsing what you want to say in advance
 - ✓ If you cannot retrieve a particular word, either describe it or try to think of another word
 - ✓ When trying to describe an action word or object use pantomime
 - ✓ If you find yourself getting stuck, frustrated or upset, take a break, and do the above breathing exercise.

Tom, the team you have been working with, your job coach /employment specialist/ counselor are available to you as you return to work. Please keep your job coach/employment specialist/counselor informed as to how you think work is going. If a problem comes up, bring it up to your job coach/employment specialist as soon as possible.

Best of luck!

Contacts

Job Coach: _____ # _____

Employer: _____ # _____

*****If a job has been secured, investigate if the employer will share the job description with the job coach/rehabilitation team in advance. Incorporate the duties and responsibilities into the employment plan with the suggested individualized strategies for that individual

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