

Stage Three: Onboarding, support and development

3.1 Workplace adjustment

It is important to revisit what you learned about your new employee during the interview phase. Now there is more time to go deeper into the questions for your employee:

- What are your strengths?
- What skills do you currently have?
- What support do you need?
- What is the best way to give you information (written and verbal)?
- How do you best learn?
- How do you like to learn new things?

This information will help you understand what adjustments the employee will need.

3.2 Practical tools to support learning.

Making workplace adjustments includes developing strategies to help your employee learn their job and to work independently. Some people with intellectual disability may require alternative strategies to remember things, and to process information.

These tools and templates can be used to support your employee in their work.

One Page Profile

The one page profile is a tool that can help you understand an employee's strengths, what is important to them and how to best support them.

It is good to share your one page profile too, so your employee understands more about you.

Example:

Paul Mitchell's One Page Profile



What people like and appreciate about me	
<ul style="list-style-type: none">• I am a good communicator and am very responsible• I am a great facilitator who is kind and thoughtful• I work well as a team member• I have great Admin skills	
Important to me	What to know and do to best support me
<ul style="list-style-type: none">• That I trust my colleagues and they trust me• When people respect me for my work• Feeling like I am part of a team• Giving and receiving feedback• Having information in an accessible way• I like to take on challenges, I will ask for support if I need	<ul style="list-style-type: none">• Give positive and negative feedback. That helps me to build my skills• Give me time to think about a new concept, new tasks or changes• An easy to read and accurate work schedule• I like to work in quiet places. This helps me to concentrate• Give me written instructions

Template:

One Page Profile



What people like and appreciate about me

Important to me

What to know and do to best support me