

# JOB READINESS

## Self-Advocacy

Recognizing your own needs and strengths, and expressing your needs before your challenges become an emergency.

## Executive Function

Cognitive skills such as organization, time management, emotion regulation, inhibition control, etc., perspective-taking

## Health and Hygiene for the Workplace

The importance of good hygiene in your health and your success in the workplace, first impressions, sensory information and hygiene

## Workplace Behavior

Explains what it means to behave as a professional—what is expected in workplace interaction, communicating with supervisors, etc.

## Financial Literacy

Learning basic skills for money management, reading a paystub and a bank statement, budgeting

## Transportation

How to use public transit, ride share services, personal vehicles and other forms of transportation to navigate your environment

# Self-Advocacy and Mental Health

## Areas of Self-Advocacy:

- Self-awareness (knowing oneself)
- Awareness of needs and support
- Communicating (advocating) needs

@communicationcommunity



What's involved in self-awareness?

How do you increase self-awareness?

What have you done in your life so far to identify your support needs in the workplace?

Are you comfortable asking for help? Asking questions about the work you need to do and what's required of you?  
Can you communicate when you are confused?

# EXECUTIVE FUNCTION

How do you increase your executive function skills? Any functional skill may be limited because of a disability. However, improvement is still possible with practice and with help from a therapist.

Emotional Control increases as you learn new coping skills that are adapted to the needs of an adult.

Working memory—memory care treatments can help you learn tricks and develop new neural pathways to increase your memory.

Flexibility increases as you try new things and gain confidence. Treating yourself with patience and compassion helps as you stretch into activities that are sometimes uncomfortable.

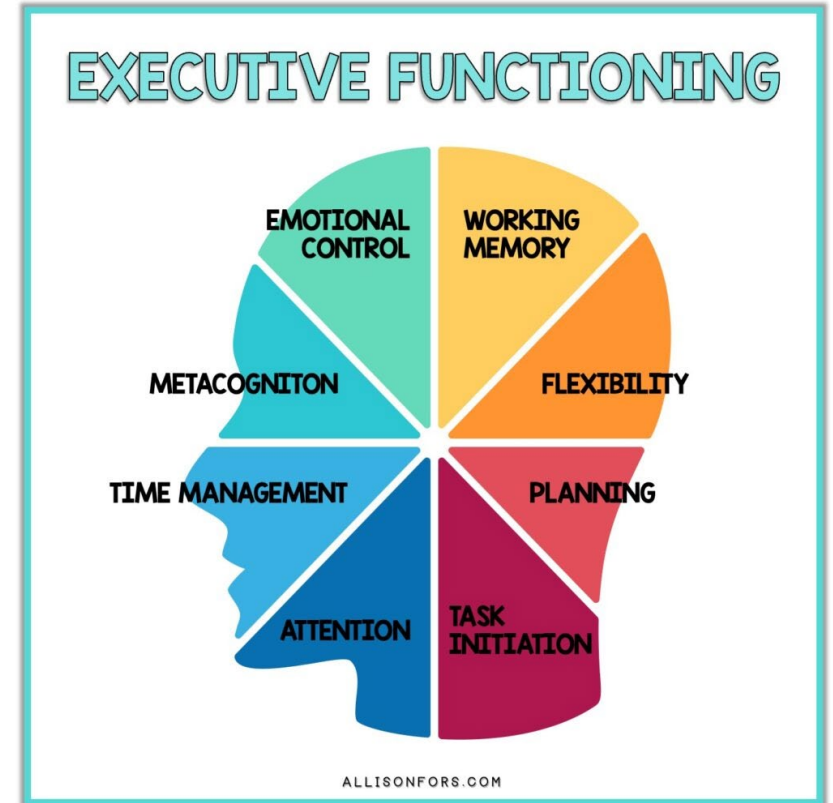
Planning—people use many different methods to help with planning their day. This includes time management. Try many different ways until you find what is more helpful for you.

Task initiation—there are several different reasons we procrastinate. If task initiation is something you struggle with, you need to keep this in mind when you make plans and commitments. It's hard to get started—it's hard to actually go to work or to social engagements—but after time, you are usually glad you did.

Attention can be improved through practice, though sometimes you may need medication to help your brain slow down.

Metacognition includes the ability to change your point of view. Even having perspective about something that's difficult now, but is only temporary.

Emotional control often needs therapy and maturity to improve.



# HEALTH AND HYGIENE FOR THE WORKPLACE

There are a variety of reasons why we don't keep up with our personal hygiene.

Task initiation, an executive function, may be one reason.

People experiencing depression often slack in their self-care routines. This may be a sign that you are beginning a depression spiral.

Many things in life are part of a cycle. Personal hygiene is one of them. We don't feel well, so we don't take good care of ourselves, then our hygiene gets worse and we feel even worse.

Some people may even use poor hygiene on purpose to keep other people away.

- We must learn the tasks of self care
- We must value ourselves enough to care about improving our health and our relationships
- We must care enough about what others think to want to have good relationships, but we must not care so much that we personalize other people's actions—this is easier to do with a therapist to guide you



# WORKPLACE BEHAVIOR



Behavior and social skills are situational. That's why it's sometimes hard to know how we are expected to behave, especially when we are in a new environment.

- What does it mean to act professional?
- Certain topics of conversation must be avoided
- Everyone who enters a professional space must feel accepted
- Workspaces must be kept clean, organized and smelling clean (not smelling bad) this is also more inviting for people who enter the professional space
- You should read your employee handbook—this will give you some guidelines on what is expected on the job
- Learn how to be a good listener. You will need this skill no matter what job you have
- A very important part of workplace behavior is knowing how to accept feedback—you must work to learn how to control your emotions. Losing your temper at your boss or at a coworker can result in getting fired.



# FINANCIAL LITERACY

Because you will be earning money, it's helpful to know how to manage your money. You will need to know how much money you are earning and how to set aside enough money to pay your bills as you gain independence. Managing money is difficult for many adults, so learning about managing money is very important.

A therapist can actually help you manage your money better because mental health influences how we manage money.

- It's easy to shop compulsively, especially online.
- Sometimes we purchase new things for comfort, to make ourselves feel better. If we spend money on things instead of on our bills, we can lose a lot as an adult. You can even lose an apartment if you don't pay your rent.
- Food is a difficult thing for many people. We like things to be quick and easy, but convenience is expensive. When you are budgeting, you can figure out how much more money you spend on doordash vs. the grocery store. This can also affect your health.

# TRANSPORTATION

The ability to manage your own transportation is a huge step toward independence. In the west, we have wide open spaces and most people own a car. However, society is becoming more user-friendly for people who rely on transportation. It's important to learn how to use different methods for different situations. Even if you can drive and you have access to a car, your budget may require a limited transportation budget.

Mental health can also influence our use of transportation.

- The most common complaint from our clients about using public transportation is fear.
  - Though crime does happen on public transit, there are far more people who use transit safely, without incident than there are people who experience crime. We don't hear stories about safe travel.
  - The only way to overcome fear is to face it
  - If we avoid something because we are afraid of it, we reinforce our own fear
  - We can train you to better recognize sketchy situations so that you can use transit and protect yourself
  - UTA has security, and we can help you learn how to approach them and what to say when you sense danger.

