

Inclusive Workplaces: On-Going Support, Clear Communication

LiveWorkPlay is available to the employer and workplace for on-going coaching and consultation as tasks change or issues arise.

Getting Started on the Right Track: Workplace Inclusion Workshop

There are many reasons why employees do not stay in jobs. One of the most common, yet overlooked reasons, is when an employee does not feel valued or included in the workplace. It is important to find intentional ways to strengthen commonalities between coworkers, recognize employee contributions, and for the employee to understand that they are valued by others. Upon request, a representative from LiveWorkPlay can facilitate a workshop with your team on how to develop a blueprint for your workplace and how to build a more inclusive workplace for all.

Getting Started on the Right Track: Communication

Miscommunications and misunderstandings in the first 6 months of a job are often related to lack of clarity and communication, resulting in poor job performance, and negatively impacting the workplace. This creates frustration amongst co-workers and new employees and wastes valuable time and resources of the employer.

People with intellectual/developmental disabilities and/or autism process information differently. Whether information is from casual conversation, instructions, or through a formal performance process, clear, intentional two-way communication is key. This means that we need to find **concrete and timely** ways to ensure clarity for people to understand what is working and what is not working, and how to improve. **Real-time feedback leads to clarity and better long term success in the workplace.**

We have seen that when workplaces and new employees are supported to have regular and intentional opportunities to clarify and communicate, less time and energy is spent on performance management, which reduces staff turnover and leads to long term success.

During the first six months after a job start, the LiveWorkPlay Inclusion Specialist will support employers to set up regular and intentional opportunities that help create clarity and build this important foundation.

The Inclusion Specialist can support a series of scheduled one-to-one check-in sessions (phone or email or videoconference) with the employer and employee, as well as support in-person meetings between the employer and/or direct supervisor and the new employee. These check-ins are meant to be short (20-30 minutes) and provide opportunities to share what is working/not working from all perspectives.

The LiveWorkPlay Inclusion Specialist will then support both the employer and employee with clarifying a plan forward, and strategies to correct misunderstandings and enhance opportunities for employers to continue developing a strong working relationship in which both employer and employee feels in control. It is about having a clear understanding of the job and work performance, with a strong foundation and structure to keep communication open over the long-term.