also help to consult with the employer on practical styles of supervision that work for the individual.

Other supports should be put in place from the start that will make it possible for the employee to perform their job duties. For example:

- Have a coworker be the go-to person if there is a question and to check on the employee's work.
- Develop a color-coding system for files, projects, or activities.
- Create an employee directory with photos or nametags to help remember coworkers' faces and names.
- Make a schedule (written, visual, or audio) on a smartphone or tablet that can guide the employee through their sequence of tasks.
- Set an alarm on their cell phone to remind the employee to move on to the next task or to take a break.

Several free apps can be used on a phone or tablet to help the employee achieve greater autonomy at the job and lessen their dependency on paid supports (e.g. Google Calendar).

WORKPLACE CULTURE

Workplace culture refers to the overall personality of a company and its work environment. As a coach, you should always be assessing the workplace culture and helping the employee to participate in it. This could include helping them to invite a coworker to have lunch, ensuring the employee is invited to the workplace coffee hour, participating in birthday celebrations, and going out after work with coworkers.

WORKPLACE EVALUATION

It is important that the employee participate in regular job evaluations, like any other new worker. An additional method to assess the student's job performance is by using the Work-Based Learning Plan (WBLP). This is a great way to engage the employer in the evaluation process, and to identify and evaluate soft skills (e.g. punctuality, communication with coworkers, ability to work in a team) as well as specific job skills, and work goals.

Another way to measure the employee's work performance is to develop a task analysis. This process breaks a job into more manageable (and teachable) components by listing the steps in

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