

2

Your Induction Period

2. Your Induction Period

The definition of an 'Induction' is:

'an occasion when someone is formally introduced into a new job or organisation'

Some organisations have longer periods of induction than others. You may want to ask your new employer about your induction period and how long it will last.

An induction period is where you become familiar with the organisation/ company, colleagues, and your new job role. Depending on what job you take, you may learn about company policies, any equipment or machinery needed to do your job, break and lunch time arrangements, health and safety rules and guidance (e.g. what to do in the event of a fire- identifying fire assembly points and who is the designated first aider in the organisation/ company).

It will also be an opportunity to meet colleagues and most importantly, it's a time for you to get used to your new job and daily tasks. There are things you and your employer can do to help you carry out your daily tasks and manage your work:

- Ask for printed notes or handouts. Especially if you find it hard to take notes. You can refer back to these in your own time if necessary.
- Make sure that you have a timetable or use a diary to schedule appointments. Make sure it is up to date and easy to understand. You can ask your employer to help you with this.
- Ask your employer to let you know in plenty of time if there are any changes and agree how you want to be notified e.g. by text, e-mail, telephone.
- Ask for a set of rules at the start of induction e.g. How to request annual leave, what to do if you are ill and unable to attend work? If you do not understand something, ask your employer to explain it to you.
- Make sure that you have a plan and you know when you have to complete tasks by.

Organising your work

- Make sure that if you have deadlines, they are clear and written in a diary, you can set reminders on your phone or computer.
- It is hard to prioritise work. What can help is to make a to do list each week and rank each task – the most important being first etc. This may take some practice and you may want to ask your employer for some help at first. You may want to use an app such as Evernote to keep your to do lists and reminders.
- Try to organise your work. Using an e portfolio may be the best way to work so that you have it all in one place – you may also find colour coding any tasks/ work helpful.
- If you require any additional support, let your employer know and they will be able to let you know what support is available. For example, there may be training courses or workshops you can book on to.
- A tick sheet for work that needs to be completed can be useful. Your employer may be able to help you with this. Some jobs will have a job sheet to complete each

day/ week.

- For independent work, make sure that you have understood you're your manager or supervisor expects and when they want you to complete the tasks by. It can be useful to create a timetable to plan how and when you will complete the work. Dividing a job into smaller parts is a useful way of structuring a task.
- We all make mistakes and sometimes you will in work. It is hard not to get upset but your employer will understand and give you practical help on how to get it right next time. Remember that every employee has been new to the company/ organisation and it takes time to learn new skills and get to know what is expected of you.

Thinking about the environment

It may take a little time to get used to your new work environment however if there is something that you need to change don't be afraid to ask your employer.

The Law

Employers have a duty to make '**reasonable adjustments**' to the workplace to support someone with a disability to undertake their job.

Autism is classed as a disability under the Equality Act 2010.

Think about anything in your work environment that you may need to change.

- Is your desk in a position that suits you? Are you positioned near a doorway, with people passing you? Could you move to an alternative, quieter part of the room/ building. Is the room/ building noisy? Could you wear noise cancelling headphones?
- Is there anything that you can bring into your workplace to help? e.g If you have proprioceptive issues a wobble cushion. If you need to stim, some beads a fidget spinner or anything that helps you feel calm.
- Would you benefit from an OT assessment? You may need an assessment by an occupational therapist to see if there are any sensory processing issues. Your organisation may fund any specialist equipment necessary.

Understanding your job role

It is important that to do your best you understand what you are expected to do.

- A job specification/ job description will help you understand exactly what your role is in an organisation or company. Using flow charts can be helpful. Your employer may have an organisational chart illustrating where your role fits.
- Ask for any instructions to be in writing, it may be difficult to remember verbal instructions, especially if you have to concentrate on something else whilst your employer, supervisor or a colleague are talking.
- We all learn in different ways, don't be afraid to ask a colleague to watch them complete a task so you can learn through observing.
- Ask your employer if you need extra time to complete a task. Whilst learning it may take a little extra time to complete a task compared to an employee that has been there for some time.

Meetings

Depending on what kind of job you have, you may need to attend meetings and appointments. This maybe with colleagues from within the organisation/ company or externally. Meetings may take some time to get used to. If they are attended by many people it can often be difficult to follow what is going, especially in a new job.

- Ask about the purpose of the meeting
- Find out how long it will last
- Will there be an opportunity to take a 'comfort' break (an opportunity to go to the bathroom, get a glass of water/tea/ coffee)?
- If you find it difficult to follow, some meetings are 'minuted' (this is where someone takes a written record of the meeting that will be circulated after). This will give you an opportunity to go over what was said during a meeting
- Some meetings may take place virtually using platforms like Zoom or Microsoft Teams.

Social Activities

Some organisations/ companies will make arrangement to meet socially outside work. This can be a good opportunity to get to know your colleagues outside the formal setting of work. This is a choice and should not be mandatory. Christmas time is often an opportunity to meet socially with colleagues. You do not have to attend, not everyone enjoys the social aspects of a job. If you do want to join, you may want to:

- Find out what the social activity involves, how long it will last, and will it be something you enjoy?
- Who is attending? Is there a colleague that you get on with attending?

Thinking about solutions

Sometimes we can face tasks or get asked questions in work that we are unsure of. Sometimes it's difficult to know where to start. These are some tips on how to approach tasks/ questions. Not all of them will work for you and they work best when you have time to think about them. If you get used to techniques like these, you will find it easier to carry out tasks and manage your workload.

First, make sure you understand the task/ question, you can try:-

- **Putting it into your own words**
- **Make a verbal sketch, jot down:**
 - What are the main points of the task/ question?
 - Do you need to research or detail a particular area before you start the task?
 - What kind of task is it, have I done one like it before? How did I start and complete the last one?
 - Can you simplify the task? Look at the task in different sections- beginning, middle and end?
- **Make an actual sketch**
 - Drawing or illustrating can be a great way of getting ideas out of our brains onto paper.
 - Mark on your sketch what you know, what you can work out and what you need to find out.
- **What information do you need?**
 - What websites, notes or textbooks may help?
 - What theories or research can help?

You could try a Mindmap

Put your task/ question in the centre and put what you know around it. This might help you realise just how much you already know and show up connections you hadn't thought of.



Employee Checklist

Work can be fun, exciting, and it can be hard work. In this section we'll cover some of the things to remember, who are the people there to help you, and what help you might need to do well in your role. Here are a few questions to consider and answer whilst you're in work.

Circle your answer to this question

Do you have your appointments/ meetings scheduled in YES or NO

Circle your answer to this question

Are you keeping these in your diary? YES or NO

Circle your answer to this question

Are you able to manage your workload? YES or NO

Circle your answer to this question

Have you made a schedule to help you organise your work load if necessary..... YES or NO

Circle your answer to this question

Do you know where you can go to take breaks? Where? YES or NO

Circle your answer to this question

How are you going to get food for lunch?

- Canteen
- Packed lunch from home
- Shop in or near to work place

Circle your answer to this question

In the event of a fire alarm, do you know where to go? Where? YES or NO

or NO

Do you know who the designated First Aider is in your organisation?

YES or NO

Work environments can be overwhelming, finding ways to manage anxiety and sensory overstimulation might help you cope when it is getting too overwhelming. These questions will help you think of ways to manage the sensory environment in work;

Do you struggle with noise? YES or NO

If 'yes' here are some way to help manage this

How can your employer support you with this?

.....

Do you struggle with lighting? YES or NO

If 'yes' here are some way to help manage this

How can your employer support you with this?

.....

Do you struggle with smells? YES or NO

If 'yes' here are some way to help manage this

How can your employer support you with this?

.....

Do you struggle with tastes? YES or NO

If 'yes' here are some way to help manage this

How can your employer support you with this?

.....

Do you struggle with texture/touch? YES or NO

If 'yes' here are some way to help manage this

How can your employer support you with this?

.....

Tick which ones you will use

Sensory soothing method	
Noise cancelling headphones	
Sunglasses or coloured lenses	
Scarf to cover nose if smells are too strong	
Stress/sensory toys	
Weighted clothing	

There will be people in your workplace that will be able to help you. You maybe assigned a supervisor or 'buddy', someone that shows you what to do. Remember to ask for help when you need it.

Fill in the people who are available to help you in work;

Job Title:

Name:

E-mail:

What do they look like?

Job Title:

Name:

E-mail:

What do they look like?

Job Title:

Name:

E-mail:

What do they look like?

Job Title:

Name:

E-mail:

What do they look like?

When you're new to a job there are people to help you, but they first need to know how they can help you. Can you make a list of the things that you might need help with during your induction period and continuously throughout your employment?

Answer in the box