Workshop Goals

- **1. Understand** the relationship between Executive Skills, behaviors, and goals
- 2. Connect Executive Skills, environmental modifications, and goal achievement to your program design
- 3. Practice applying Executive Skills knowledge and environmental modifications in your own program design

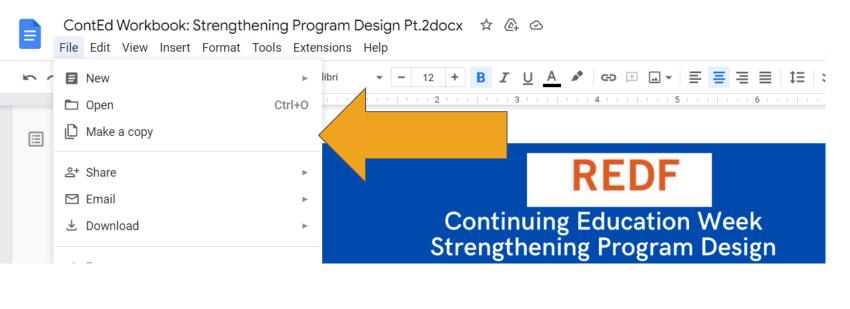


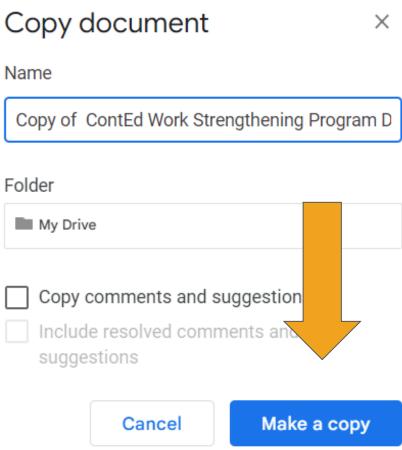
Recap: Program Design & Executive Skills

Components of Supported Employment

Lighten the Load

Practice





https://docs.google.com/document/d/1B_jfHkhvl2qxSmOknxYOQEUzJiDiDkkLeZ7teU-31TI/edit?pli=1

What was it like for you to start a new job or make a big change in your life?

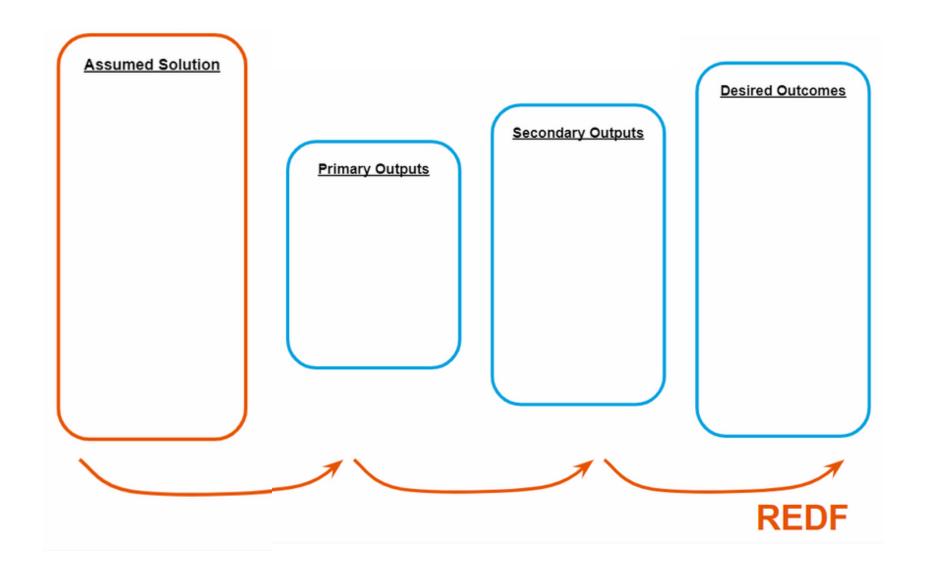
Recapping Executive Skills-informed Program Design

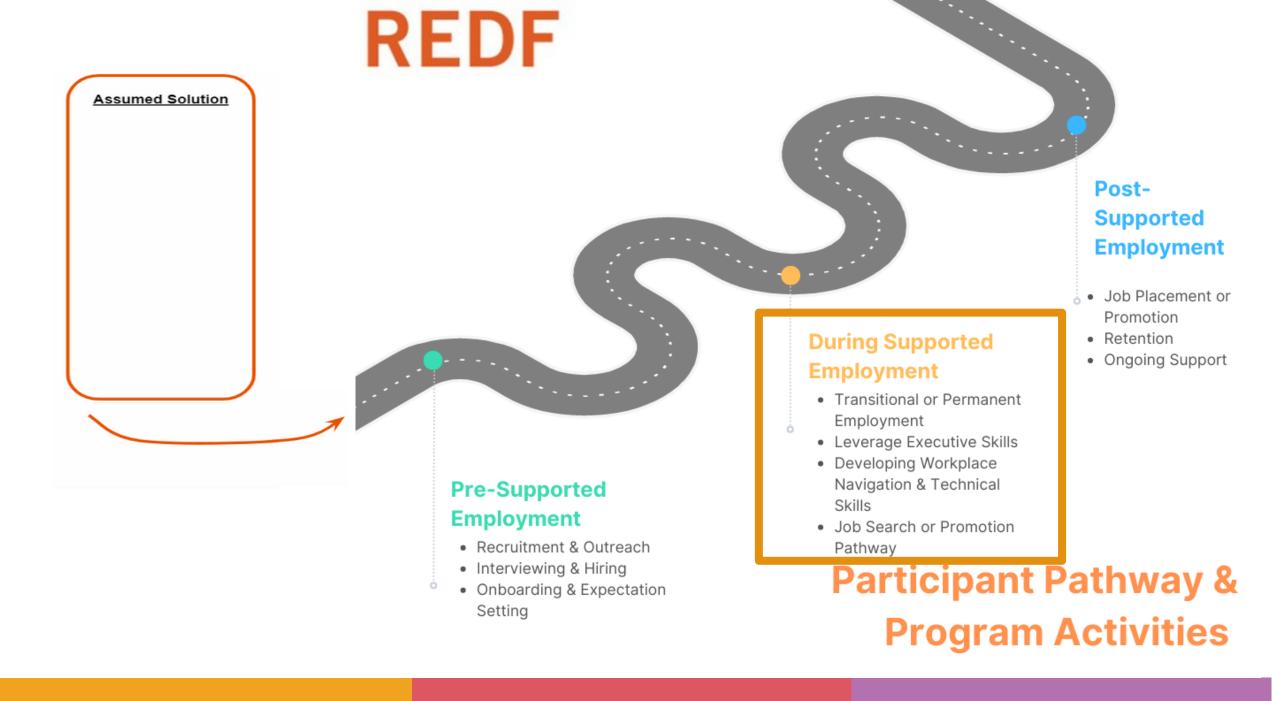
Design matters – whether it's a product or a process!











Technical Skills

...and design for skills you want to grow

Workplace Navigation Skills

Leverage skills that participants have...

Executive Skills

How We Organize

- Organization
- Time Management
- Planning/Prioritization

How We React

- Response Inhibition
- Flexibility
- Emotional Control
- Stress Tolerance
- Metacognition

How We Get Things Done

- Task Initiation
- Sustained Attention
- Goal-directed Persistence
- Working Memory

During Supported Employment

1

• Transitional or Permanent Employment

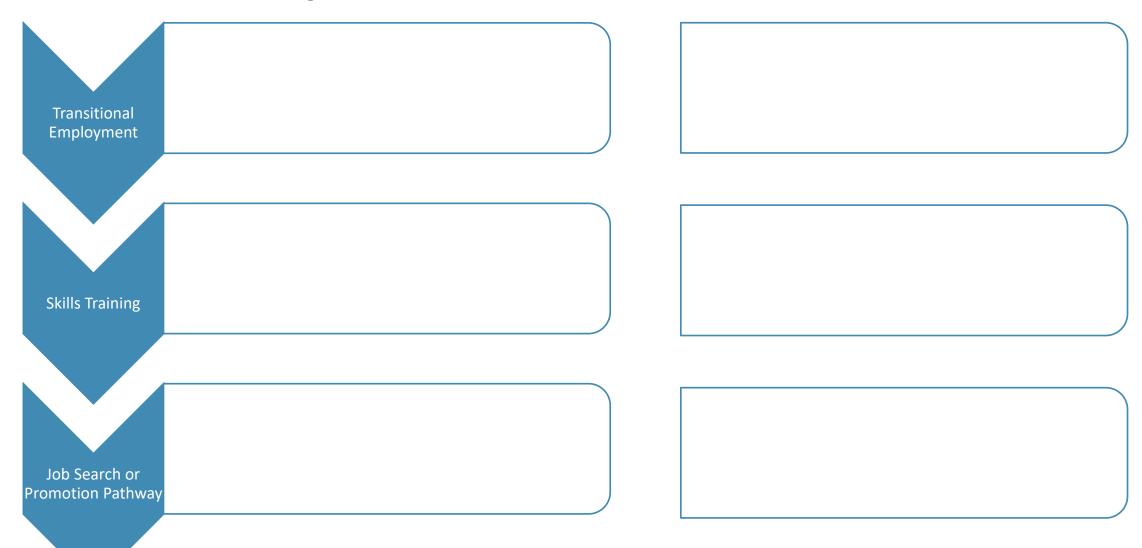
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Workplace Navigation Skills, Technical Skills

Job Search or Promotion Pathway

Key activities

Outcomes



New Moms Example

Key activities

Produce soy candles on manufacturing floor

Complete daily goal planning

Skills Training

Transitional

Employment

- Manage multiple tasks at once
- Communicate effectively with peers and Team Leads

Job Search or Promotion Pathway

- Attend YouJob workshops
- Complete Job Portfolio of resume, cover letter, and mock interviews

Outcomes (by end of supported employment)

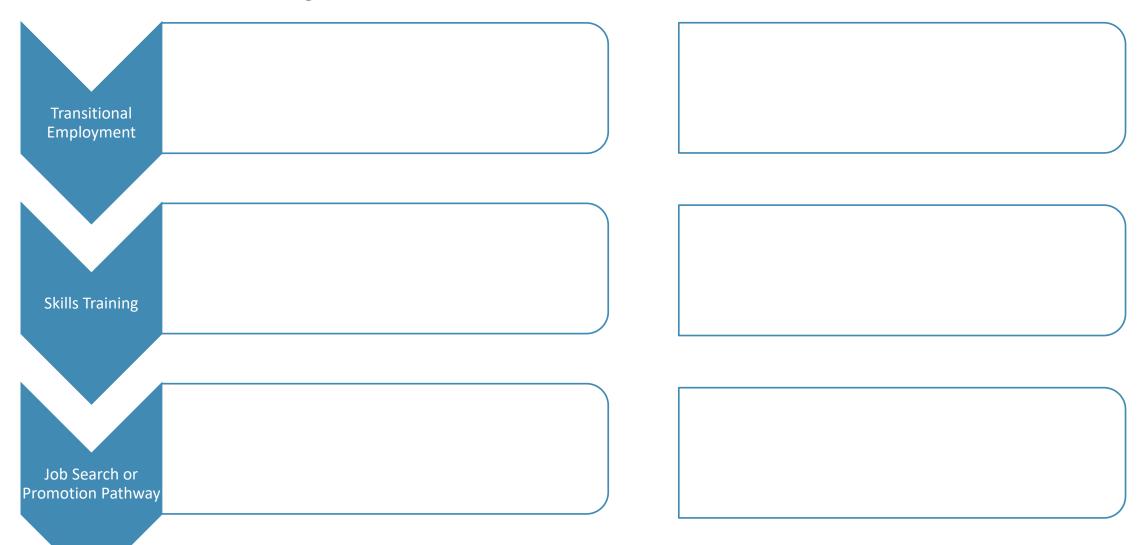
- Increase confidence to work in a goal-oriented work environment
- Increase in work experience

- Increase in self-awareness
- Increase effective communication with colleagues

- Increase in job search knowledge
- Increase job placement

Key activities

Outcomes



An Overloaded Truck

Unloading the Truck







CREATE SLACK



REFRAME & EMPOWER

Stretch Break



1 – Give yourself a hug



2 – Hamstring-cheese



3 – Wallflower

Reframe and Empower



De-stigmatize services and benefits, promote more constructive interpersonal interactions, and ensure decision making is in the hands of participants.

Executive Skills Behaviors



Our behaviors are **normal** in the context of our life experiences, institutional barriers we might face, and resources we have.



Strengthening skills and mitigating unhelpful behaviors at any age means we can tackle more and more complex tasks and goals.

Transitional Employment

- Identify 1 Executive Skill important to succeeding in this element of Supported Employment
- Identify 1 Executive Skill that could hinder success in this element of Supported Employment

How We Organize	How We React	How We Get Things Done
Organization	Response Inhibition	Task Initiation
Time Management	Flexibility	Sustained Attention
Planning/Prioritization	Emotional Control	Goal-Directed Persistence
	Stress Tolerance	Working Memory
	Metacognition	

Your Program

Key activities

Transitional Employment Skills Training

Job Search or Promotion Pathway

Executive Skills

- Success:
- Struggle:

- Success:
- Struggle:

- Success:
- Struggle:

New Moms Example

Key activities

- Produce soy candles on manufacturing floor
- Complete daily goal planning

Skills Training

Transitional **Employment**

- Manage multiple tasks at once
- Communicate effectively with peers and Team Leads

Job Search or Promotion Pathway

- Attend YouJob workshops
- Complete Job Portfolio of resume, cover letter, and mock interviews

Executive Skills

- Success: Planning/prioritization
- Struggle: Goal directed persistence

- Success: Flexibility
- Struggle: Response Inhibition

Success: Goal directed persistence

Struggle: Task Initiation

Your Program

Key activities

Transitional Employment Skills Training

Job Search or Promotion Pathway

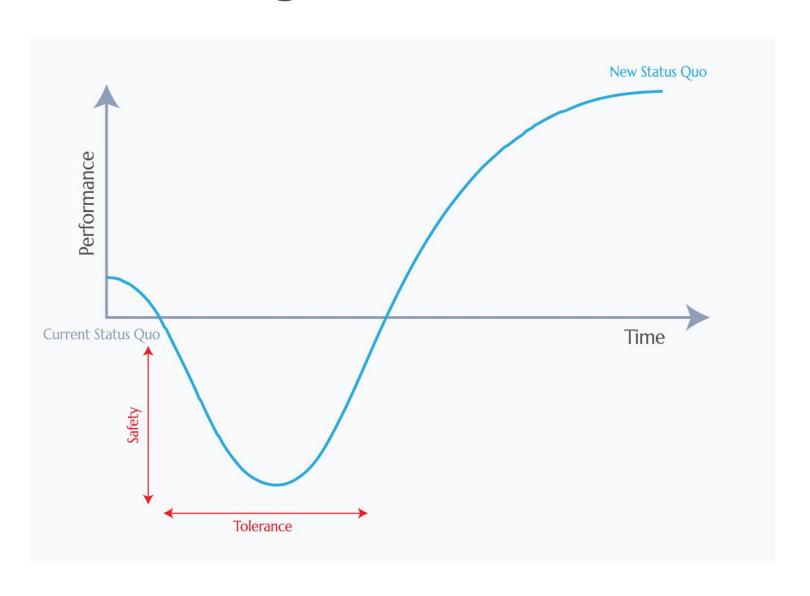
Executive Skills

- Success:
- Struggle:

- Success:
- Struggle:

- Success:
- Struggle:

Change is Normal



Breakout Room Discussion



What changes might be challenging to participants as they move through supportive employment?

How can you support and normalize this change?

"Motivation"

Positive

Negative

Trust

Fairness

Relationships

Scarcity

Resources

Trauma



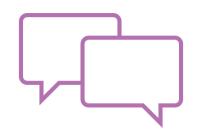
You did it, congrats!
Let's celebrate!

Extrinsic feedback helps nudge people forward if they get stuck. Sometimes extrinsic methods can help build the confidence, skills, and neural pathways for intrinsic motivation to develop – and can help sustain it over time.

Intrinsic drivers lead to intense engagement with a task, and mastery is associated with pride and satisfaction. It is the strongest and most lasting type of motivator.

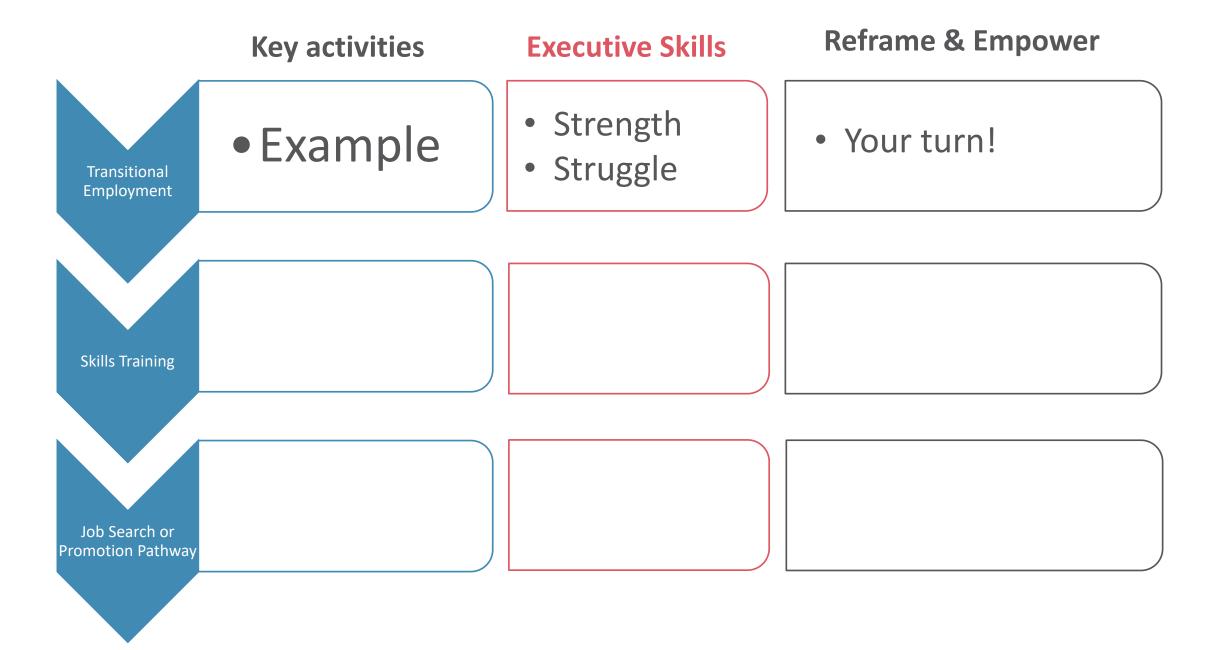
I'm so proud of myself! I can't wait to do it again!

Breakout Room Discussion

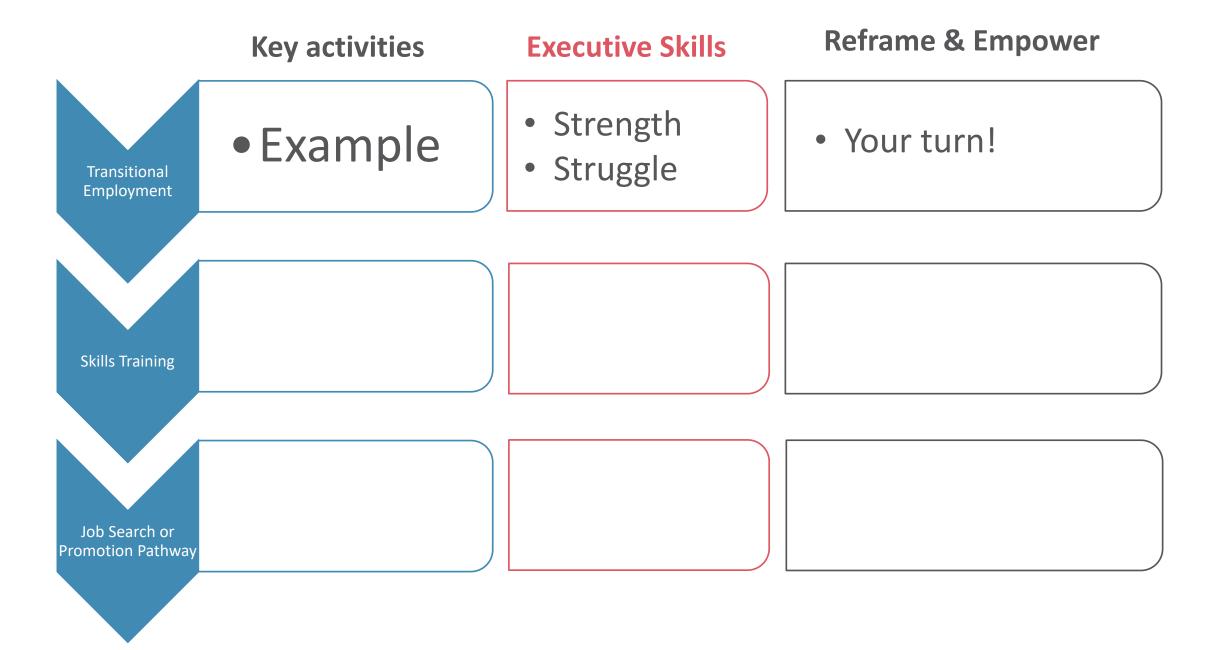


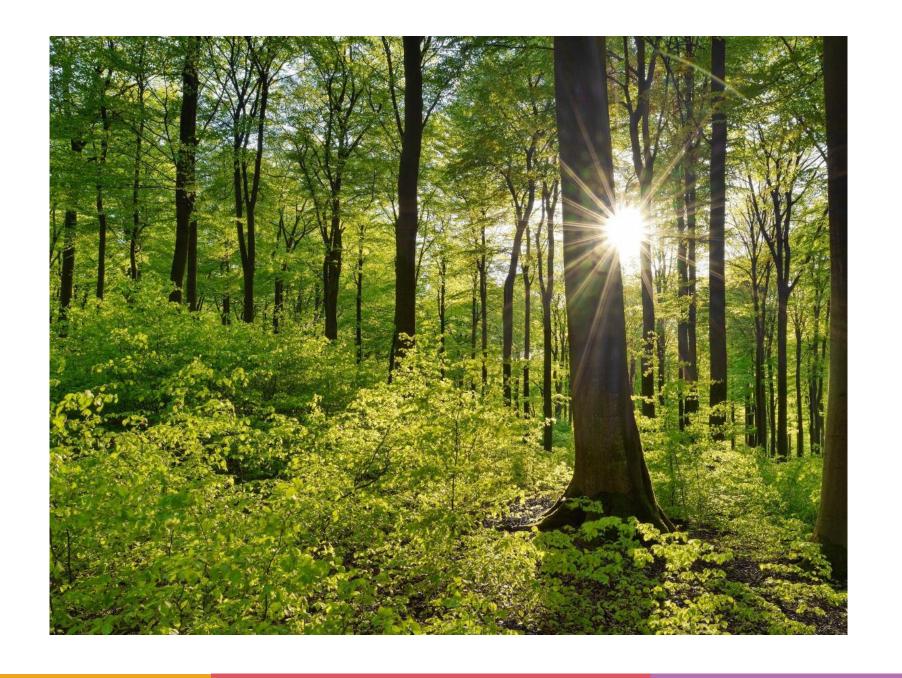
Where do you see opportunities to <u>reframe</u> the supported employment experience in your program design and delivery? Consider:

- Understanding Executive Skills related behaviors
- Change management
- The science of motivation



Reframe & Empower Key activities Executive Skills Success: • Produce soy candles on Morning huddles to celebrate Planning/prioritization manufacturing floor PAs and set the production Struggle: Goal directed goals for the day • Complete daily planning Transitional persistence **Employment Skills Training** Job Search or **Promotion Pathway**





Cut Costs



Decrease the financial, time, & cognitive costs to access and engage in your ESE.

- ✓ Make communication clear and actionable: literacy level & no jargon, simplify forms, important info upfront, chunk out amount of info conveyed
- ✓ Reduce barriers to entry: # of staff met before enrollment, documents to read, small hassles, waiting time before enrollment, drug testing
- ✓ Increase accessibility: geography & proximity to participants, hours of operation, phone/text/email

Create Slack



Provide a cushion for candidates to fall back on when an unexpected shock or minor error throws off their tenuous equilibrium.

- ✓ Be unconditionally generous: provide food, transportation assistance, diapers, child care, cash, uniforms, housing assistance, etc for tangible & cognitive relief
- ✓ Establish safeguards: decrease likelihood of errors in forms/processes/policies/deadlines, consider timing of income/expenses or other responsibilities

Environmental Modifications

Reduce stress and friction points by modifying

- Policies and procedures
- Written materials/documents
- Physical environment
- Technology
- Tasks themselves

...to decrease barriers to goal progression!

Executive Skills-based Environmental Modifications

How We Organize

Organization

Ask a coworker to help you estimate a reasonable amount of time for the task

Establish & label a set place

for an item

Planning/Prioritization

Time Management

Use a backwards-mapping template

Executive Skills-based Environmental Modifications

How We React

Response Inhibition	5-second rule
Flexibility	Create an ifthen plan upfront
Emotional Control	Eliminate the activation
Stress Tolerance	Repeat a mantra or prayer
Metacognition	Create a set routine for self- reflection (ie, Sunday journaling)

Executive Skills-based Environmental Modifications

How We Get **Things** Done

Task Initiation	Temptation Bundle
Sustained Attention	Set timer for 25 minut on/5 mins off

Goal-Directed Persistence	Tell someone else your
	deadline

Working Memory Set automatic reminders

minutes

Executive Skills & Goal Process

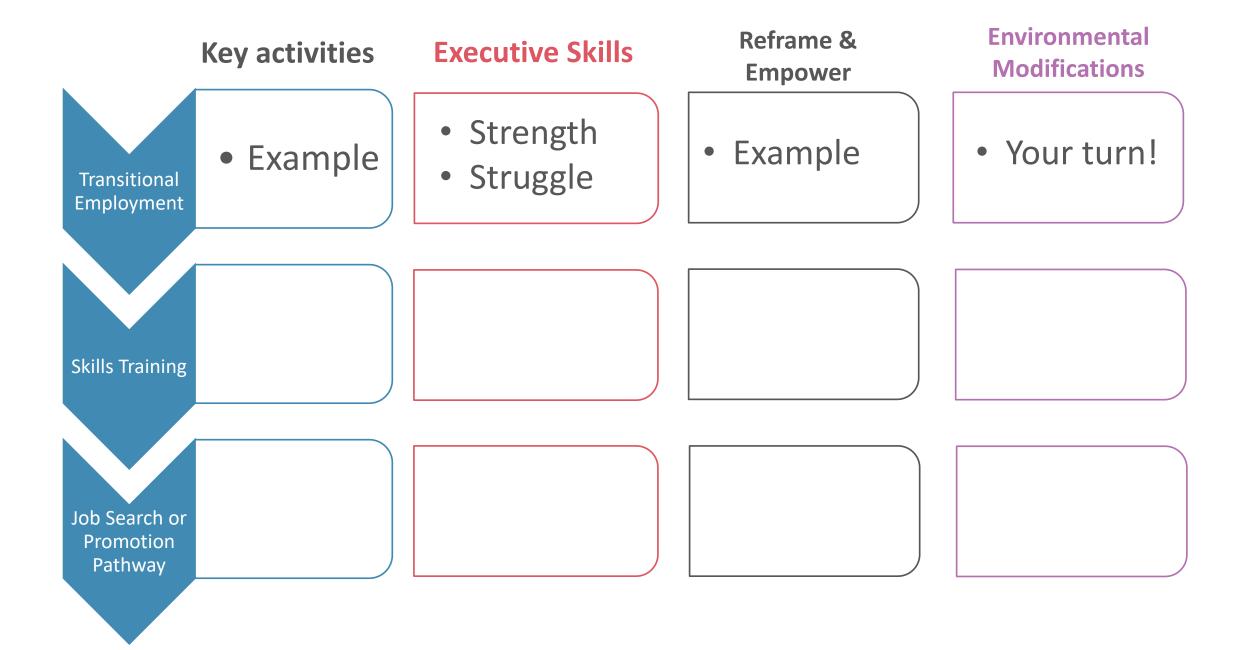
	Executive Skills
Goal	Metacognition, working memory
Plan	Planning/prioritization, time management, working memory
Do	Task initiation, response inhibition, time management, sustained attention, working memory, flexibility, organization, persistence, stress tolerance, emotional control, cognitive flexibility
Review	Metacognition, working memory
Revise	Flexibility, Metacognition

Breakout Room Discussion



Where do you see opportunities to <u>modify the</u> supported employment environment in your program design and delivery? Consider:

- Cutting costs and creating slack by mitigating challenges through environmental mods
- Centering on participants' ES strengths for goals
- Incentivizing through by understanding motivation

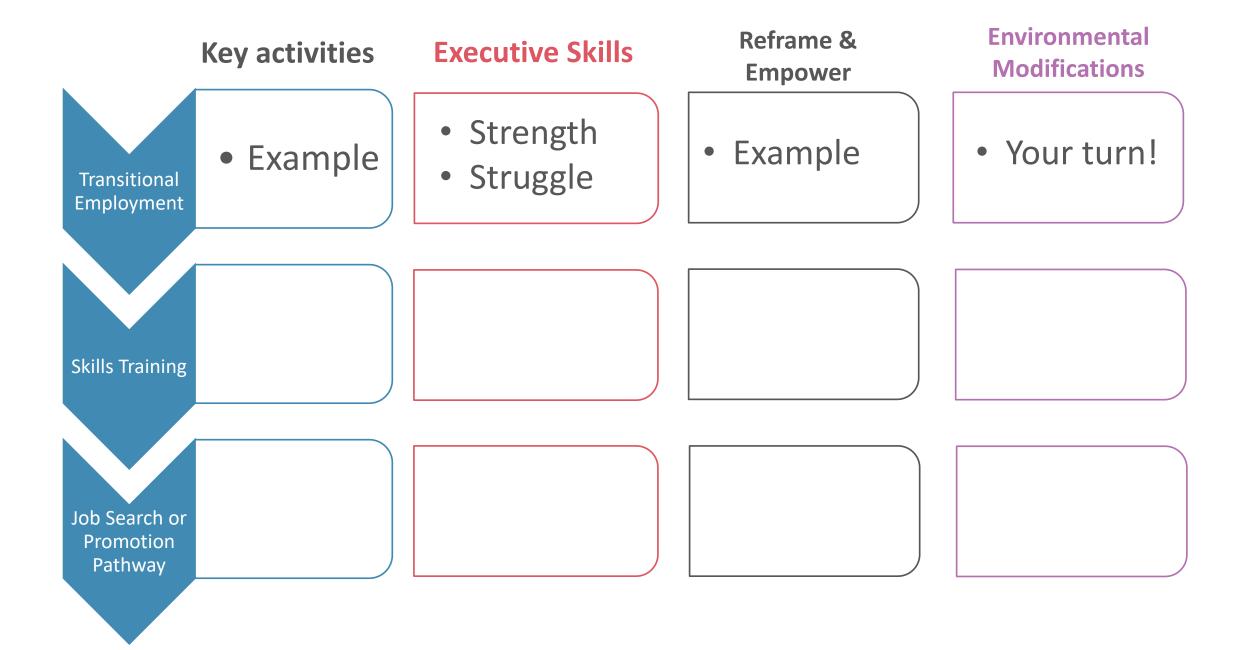


New Moms Example

Executive Skills Key activities Modifications Empower Produce soy candles Using a shared Success: Morning huddles to on manufacturing Planning/prioritization production planning celebrate PAs and floor template with PAs Struggle: Goal directed set the production Transitional Complete daily during morning persistence goals for the day Employment planning huddles **Skills Training** Job Search or Promotion Pathway

Reframe &

Environmental



Next Step: Test It Out! Complete the planning template to test one of your Reframe & Empower ideas or Environmental Modifications

Idea:	Objective:
Steps to Take:	Who is Responsible:
Timeline (Start Date, How Long to Test and When to Assess):	DEI Lens/Considerations:
Resources Needed:	Metric for success:

Questions?





Interested in more?



- ✓ Team trainings
- ✓ TA with incorporating Executive Skills into your work
- ✓ Tailored 1:1 advising