



SUPPORT NEEDED WITH TRAINEESHIP

We're all different: we have different strengths and challenges. Sometimes we need a little more support to learn or do something, even in working life. It's important to realize that needing support doesn't mean you're underperforming at work. Some things just need to be considered or approached differently. When we're in a job that's right for us and properly tailored to our needs, and we receive the right kind of support, we can perform our tasks exceptionally well.

Needs for special support can relate to a variety of factors, such as:

- perceptual processing
- self-regulation
- neuropsychiatric features
- physical limitations
- sensory sensitivities
- mental health
- fear of social situations
- emotional regulation
- attention

What kinds of needs for support do you recognize in yourself? How could your need for support appear, for example, during your traineeship? What kind of guidance and support do you need there?

To help you with your own reflection, we at Career Services have put together a list for you, which can be found on the next page. We hope it will help you identify your support needs. Your support needs may also be something else, but hopefully the list will help you understand what support could mean for you. Using the points you've identified, you can bring up the topic with your traineeship supervisor either before the traineeship begins or right at the start of it.



Choose the most important points that apply to your support needs:

Clarity and Structure of Work and Tasks

- ☐ clear guidelines and structure for work: work hours, breaks, tasks, routines
- ☐ clear structure of tasks: in what order, why, where, with whom...
- ☐ short, clear instructions for tasks OR visual instructions for tasks
- ☐ Breaking down tasks and instructions into smaller steps
- ☐ Providing clear schedules and/or scheduling tasks together
- ☐ Clear information in calendar invites, etc., about what's happening and what kind of work is expected
- ☐ Something else—what?

Guidance and Support at Work

- ☐ Reviewing the internship/workplace procedures together with the supervisor
- ☐ Pre-scheduled meetings with the supervisor and knowing what will be discussed during those meetings
- ☐ Going over tasks calmly together with the supervisor
- ☐ Time to familiarize yourself with the task at your own pace and then discuss any uncertainties
- ☐ Help in understanding the time available for the task
- ☐ Help in getting started on the task
- ☐ Encouraging and realistic feedback on successes and areas for improvement
- ☐ Concrete feedback immediately after a successful performance
- ☐ Asking "How are you doing?" often enough
- ☐ Clear instructions on how to proceed in problematic or unclear situations
- ☐ Clear guidelines for potentially stressful situations
- ☐ Something else—what?

Flexibility and individual arrangements

- ☐ The option to work remotely, on-site, or a combination of both
- ☐ Flexible work hours: the option to start or finish earlier or later
- ☐ The option to work reduced hours
- ☐ Variety and intensity of tasks (help maintain focus)
- ☐ No excessively long periods of working alone
- ☐ Something else—what?



Physical and Psychological Work Environment

- ☐ Getting to know the workplace facilities together with a supervisor or someone else
- ☐ A calm and safe atmosphere where you can be yourself and are allowed to make mistakes
- ☐ Encouragement and inclusion in the workplace's social interactions without pressure
- ☐ The possibility to avoid sensory distractions (e.g., lights, sounds, smells)
- ☐ The possibility of taking adequate breaks in a quiet space
- ☐ The possibility of withdrawing to a quiet space when needed
- ☐ Avoiding unnecessary interruptions
- ☐ Something else—what?

Accessibility and Adaptations

- ☐ General accessibility (minimal height differences, easy-to-navigate hallways, accessible equipment, etc.)
- ☐ Removal of physical barriers (e.g., removing unnecessary furniture from walkways)
- ☐ Minor modifications (e.g., a ramp at the threshold of the office, an adjustable work surface)
- ☐ The possibility of using assistive devices or adapted work tools (e.g., ergonomic chairs, speech recognition software, magnifying glasses)
- ☐ Something else—what?