Supporting Meaningful Employment Training & Certification

Summary Sheet Job Coaching and Retention

*Answer each question and sub question..   
If typing, respond under each question. If writing by hand, write out each question and respond.*

SME Learner Name: Date:

**Preparation:**

1. Briefly describe your client that is starting the job (age/disability/gender/job goal, support needs, etc.).
2. Briefly describe the employer, position the person was hired (or WBL), .typical new employee onboarding/supervision available, work environment, natural supports.
3. Briefly describe, why this is a good job match? Skills/accommodation/natural support/ workplace culture/ other factors preferences/needs.
4. What information gathering did you do to determine support needs, Good Fit Model?

(Job Analysis, JAN, etc.)

1. How did you determine what steps to include in the Task Analysis? How did you determine training method and when to conduct data probes?

**Experience:**

1. Write a case note representing 1 job coaching event including service details, progress, client engagement, insights, and recommendations. Reflect on what was learned, including productivity, soft skills, strengths, challenges, technology use, accommodations, and communication.
2. What is the purpose of facilitating Job Analysis and review of job tasks to determine support and training needs (Good Fit Model)?
3. What did you learn from providing instruction and collecting data using the task analysis?
4. How did information obtained from the data probe influence supports, accommodations and fading?
5. How did information gained about the job duties and review of the workplace influence the job retention plan?
6. What is the purpose of the Job Retention Support Plan and Action Steps?
7. How did addressing retention support contribute to the success of starting the job?
8. When did you address fading? How were workplace natural supports engaged?
9. What did you learn from the retention planning experience? How did the process benefit your client? Would you do anything differently? Please explain:

**Implementation to Practice:**   
How will you use the process of strategic job coaching best practices to support job mastery and fading in your practice? (Job seeker preferences/needs, workplace requirements/culture, Job Analysis, Task Analysis, Data Collection, and Job Retention planning, including addressing onsite and off-site support fading process, paid and natural supports)