Cognitive Disabilities

Accommodation Ideas ** Job Accommodation Network (JAN) - United States Department of Labor
https://www.dol.gov › ODEP › ODEP Research and Technical Assistance Resources

Maintaining Concentration:
- *Reduce distractions and clutter in the work area*
- *Noise reduction headphones*
- *Divide large assignments into smaller tasks and steps*

Staying Organized and Meeting Deadlines:
- *Make daily TO-DO lists and check items off as they are completed*
- *Use of calendars or electronic organizers / apps to mark meetings and deadlines*
- *Assign a mentor to assist employee determining goals and provide daily guidance*

Handling Memory Deficits:
- *Provide type written minutes of each meeting*
- *Provide written as well as verbal instructions*
- *Provide written or visual checklists*
- *Post instructions over all frequently used equipment*

Working Effectively with Supervisors:
- *Provide positive praise and reinforcement*
- *Provide written job instructions, expectations and consequences*
- *Develop strategies to deal with problems before they arise*

Reading
- *Provide pictures, symbols, or diagrams instead of words*
- *Read written information to employee or provide an audiotape*
- *Use voice output on computer*

Writing
- *Provide templates or forms to prompt information requested*
- *Allow verbal/typed response instead of written response*
- *Use voice input on computer*

Memory
- *Use voice activated recorder to record verbal instructions*
- *Provide written information and checklists*

Performing Calculations
- *Allow use of calculator*
- *Make pre-counted or pre-measured poster or number line*
- *Mark the measuring cup with a "fill to here" line*

Organization

- *Minimize clutter*
- *Color-code items or resources*

Time Management/Performing or Completing Tasks

- *Provide verbal prompts (reminders)*
- *Arrange materials in order of use*
- *Use task list with numbers or symbols*

Social Abilities

- *Give positive feedback*
- *Use co-workers as mentors*
- *Clearly identify*
  - *Who to ask for help*
  - *When to leave your workstation*
  - *Where and when to eat*
  - *Appropriate times to socialize and appropriate work place topics*