# Workplace preparation printable teaching panels

To access detailed information on how to use this resource, either alone or in combination with other free vocational preparation materials, please follow this link to my website.



Joel Shaul, LCSW

# Staying positive and practical as you prepare for the workplace.

Joel Shaul, LCSW



## Avoid negative thoughts about work.

Going to work
is too big a
change for me.
I won't be able
to manage.

Working will take away from things I need to do at home.

Work is okay for other people. Not for someone like me. Things didn't work out in that other job. Better not try again.

## Build positive thoughts about work.

I have managed hard changes before. I will handle this.

After work, there's still lots of time left for things I need to do at home.

Lots of people with issues like me are successful at jobs.

People often fail at one job before doing better at a second one.



## Don't be rigid about work.

There are some kinds of work I'll try – but never this! The way they are doing the work here – it's just not right!

This work schedule is too big a change - I won't do it.

These job duties are not exactly what they told me!



#### Be as flexible as you can about work.

Almost no one gets to pick their favorite kind of work at first.

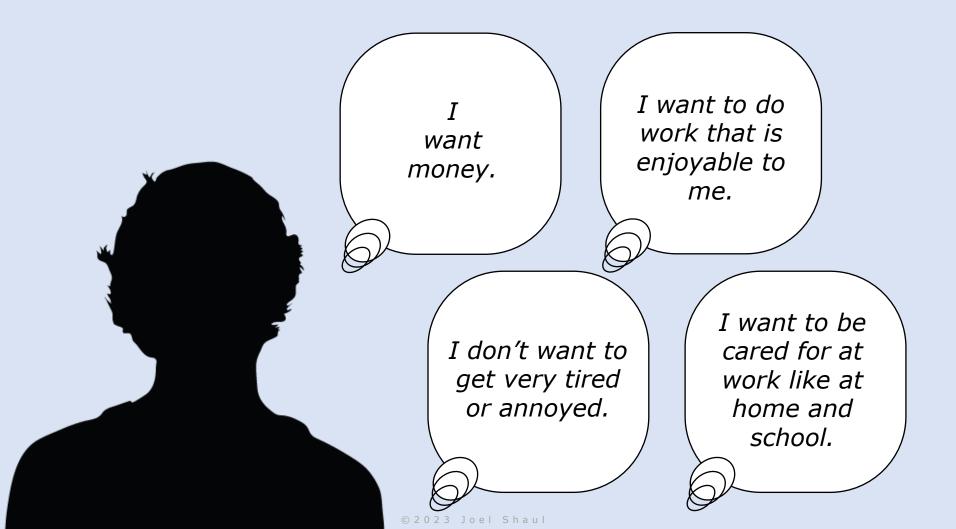
I'm just a new employee – I can't tell people what to do.

Schedule changes are awful for me – but I have done it before.

In all jobs, the work duties can change. Often, we just deal with it.



## Don't just focus on what you want out of a job.



## Learn what the *employer* may need from you.

I deserve money, but I needs to help keep the business running.

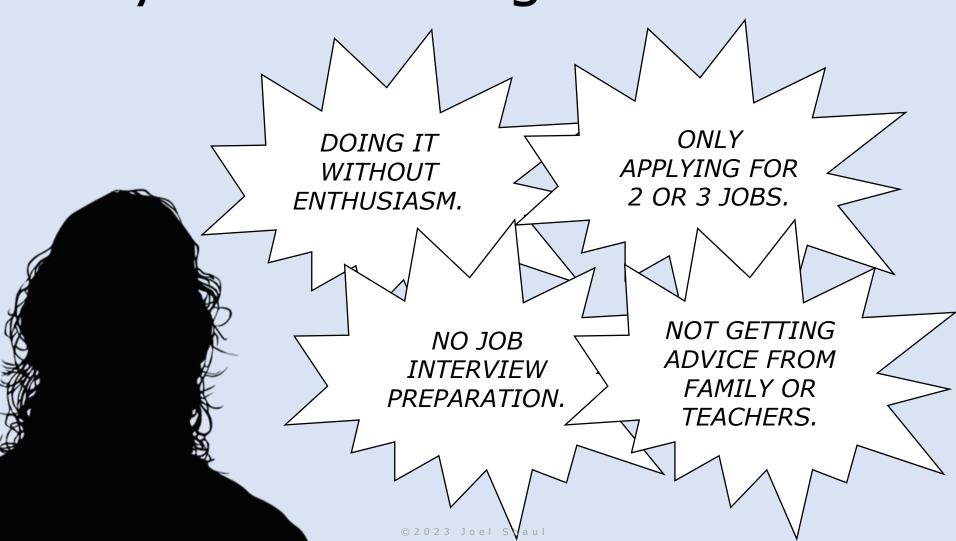
The employer must mainly focus on what customers need, not what I need.

In all work, some duties can feel tiring and annoying.

My employer
needs to be
fair, but they're
not like a
teacher or
parent.



# Don't be unprepared when you're looking for work.



# Prepare carefully for your job interview and job duties.



## Don't be sloppy at work.



## Be clean, well groomed and dressed right for work.

