

Soft Skills Coaching & Training Topics:



Get Your Message Across

Employment/Job Search skills

Job Advert, Job Description, Application, Interview, Day one, Induction, First week, promotions, portfolio careers, temporary work, disclosure, asking for reasonable adjustments, accommodations and adaptations

Challenges at work

Conflict, Handling Difficult Conversations or situations, Bullying, prioritising workload, managing expectations, handling micro-managers, procrastination, pathological demand avoidance, time management, environmental issues, goal setting, managing a busy calendar or multiple calendars, boundaries and saying “no”, reframing things, anticipation and planning, initiating tasks, why “Eat that Frog” doesn’t work for a ND mind, managing strong emotions, handling change

Communication at work

Giving and receiving feedback, giving and receiving instructions, asking for what you want, presentations skills, report writing, stakeholder management, email etiquette, DiSC, handling silence, handling interruptions, asking for clear direction, getting to the point sooner, listening skills, telling others at work how to support you (especially during a meltdown/shutdown), handling interruptions, maintaining concentration when you are not interested, sequential tasks vs multi-tasking, communicating ideas, writing a business case, asking questions, neurodiversity terminology, info dumping, asking for detailed joining instructions,

Teamwork

Followership, leadership, empowering others, building trust, building rapport, socialising, networking, connecting with remote workers, negotiations, personal development, team development, reward and recognition, preparation for meetings and working with others, handling deadlines,

Personal

Emotional dysregulation, creating and sticking to new habits, reframing things, rumination, reward and recognition, boundaries, managing the feeling of taking up space, managing your spite-monkey, comparison thinking, planning self-care, one calendar for everything, improving working memory, initiating tasks, managing energy, managing hyper-focus, celebrating your achievement, the reality of mind-reading, nutrition, eating disorders, assistive tools, anxiety, depression, managing dopamine and serotonin, getting chores done at home, medication, managing strong emotions, sleep disorders, insomnia, control issues, breathing differently, body doubling for tasks, travel anxiety,

Co-occurring conditions

Sensory Processing Disorder (SPD), Pathological Demand Avoidance (PDA), Rejection Sensitive Dysphoria (RSD), Dyslexia, Dysgraphia, Prosopagnosia, Dyspraxia, Dyscalculia, Aphasia, Synaesthesia, Aphantasia, Executive Dysfunction, Ehlers Danlos Syndrome (EDS), Irritable Bowel Syndrome (IBS), Highly Sensitive Person (HSP),

Socialising

Disclosure, small talk, building rapport, asking questions, responding to social questions, networking, info dumping, taking turns in conversation, handling interruptions, interrogating, being too blunt, listening skills, becoming more charismatic, managing your enthusiasm/energy in a group, handling parties, taking things literally, empathy vs sympathy.