

Instruction

Today we are going to learn about the steps for following instructions. It's important to follow instructions so that you can get through your work more quickly and are able to move onto a new task or have more free time. If you do not follow instructions it may take longer to get through your work which will not look good to your employer. Following instructions shows your employer that you listened to the job that needed to be done and means that you are completing your work which may lead to better opportunities at work including higher pay, independence at work, more hours, and time off.

When following instructions, there are four steps you should follow (**USE VELCRO BOARD WITH STEPS or WHITE BOARD**):

1. Orient toward and **look at the person**
2. **Politely acknowledge** the instruction ("OK", "absolutely", etc.)
3. **Begin** immediately (within 5-seconds)
4. **Ask for clarification** if necessary

It's important to look at the person to let them know that you are listening to what they have to say. By saying "OK" it lets them know that you heard the instruction. Beginning immediately it shows that you are trying to follow the instructions and intend to complete them. It's also important to ask for clarification if necessary either to see if you completed the instruction correctly or before you start the instruction to make sure you heard them correctly.

A few examples of (situations, variations of the skill, etc.) are:

- Your employer asks you to wipe down the table.
- Your employer asks you to grab a box from the back room.
- Your employer asks you to go find a fellow employee.

ASR Opportunity

Remember, the steps to following instructions are (**list and point to the visual aid being used**). Now you say them as I point to each step.

ASR Opportunity

(Insert question from instructional material – examples are: What is one example of a question you can ask during an interview? What is one reason this skill is important?)

- **Move on to modeling: when the student 1) reads each step for the skill and 2) correctly states one reason why saying "excuse me" is important**
- **If the student does not read each step for the skill, prompt once ("It's important for you to read each step. Let's try again") and retry once before moving on to video modeling**
- **If the student cannot list a reason for why the skill is important, reread the underlined sentence in the above passage and represent the question.**

Did the student read each step for the skill?

Date		Date		Date		Date		Date	
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N

Did the student give an example question?

Date		Date		Date		Date		Date	
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N

Modeling

Now we're going to watch a video that shows how you should follow instructions. Remember, the steps to following instructions are (list and point to the visual aid being used).

Did the student watch the video model?

Date		Date		Date		Date		Date	
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N
	Y N		Y N		Y N		Y N		Y N

Rehearsal

Now that we've watched the video, let's practice. In this scenario, (insert scenario samples), and you'll practice how you (insert skill name). Let's try it out.

Sample Scenarios**Feedback**

- For steps that are correctly completed, provide **behavior-specific descriptive praise**
Examples:
 - Excellent job turning saying "yes" before asking your question
 - You said "thank you" after I answered you, which was exactly what we practiced.
- Differentially reinforce when 100% of steps are completed correctly (high enthusiastic praise)
- For steps that are missed or completed incorrectly:
 1. Provide **corrective feedback**
 2. **Model** the specific step of the skill
 3. **Rehearse** each individual step of the skill incorrectly completed
 4. **Practice** the skill again, focusing feedback on steps previously missed.