# Scaffolded Skill Development for Task Management & Work Quality

This document outlines a scaffolded progression to help individuals develop task management and work quality skills in a community-based program. The framework includes four stages of support, with mid-stage check-ins and opportunities for mentoring to assess and support increasing independence.

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| Skill Focus | Stage 1Day Program (High Support) | Stage 2Community w/ Staff Support | Stage 3Community w/ Remote Support | Stage 4Independent in Community |
| Initiating Tasks | Use visual schedules and staff prompts to start tasks | Use mobile task list or reminders with staff guidance | Initiate tasks using digital tools with remote check-ins | Initiate tasks independently using learned systems |
| Completing Tasks on Time | Timed task practice with coaching and reminders | Real-time tasks (e.g., volunteer work) with staff nearby | Use personal timers or apps, remote staff support as needed | Independently manage task timelines and adjust as needed |
| Quality & Quantity of Work | Practice structured tasks; receive frequent feedback | Perform real tasks; feedback from staff and host site | Self-monitor with weekly feedback sessions | Maintain work standards; seek feedback or self-evaluate |
| Following Employer Standards | Learn expectations through role-play and visuals | Follow guidelines at community sites with support | Access written policies, troubleshoot with remote help | Apply standards confidently; self-advocate when unclear |
| Teaching/Mentoring Others | Peer modeling with staff; basic team tasks | Co-lead tasks with peers (e.g., buddy system) | Coach newer participants via remote support or check-ins | Act as peer mentor or workplace buddy |
| Check-Ins / Assessment | Daily check-ins with staff | Weekly staff review + update goals or supports | Bi-weekly remote review; adjust support level | Monthly self-check-in with optional mentor/supervisor input |

## 🔄 Mid-Stage Transitions

At the midpoint of each stage (e.g., halfway through Stage 2), include the following supports to ensure appropriate pacing and promote readiness for the next level:

* - Goal Review Meeting
* - Support Strategy Adjustment (increase or decrease as needed)
* - Readiness Checklist for moving to the next level
* - Collaborative decision-making with participant input