

Communication	Adapt it to the person	Remember to: Adapt your communication to each individual. Check what you have said is understood. People understand what was expected of them.
	Use cues rather than words	Remember to: Use visual cues such as objects or pictures to help people understand. Use signs or gestures to show people what is expected.
	Be Attentive	Remember to: Pay attention to what each individual is communicating. Notice body language or gestures.
	Use positive language	Remember to: Avoid saying no. Frame your answers to questions in a positive way.
	Reduce distractions	Remember not to: Talk too much during an activity. Distract the person you are supporting or hinder their concentration
Environment	As enabling as possible	Remember to: Choose an environment right for the individual and the activity. Make sure it is not too noisy. Make sure it is not too busy or demanding.
	Adapt to suit the person	Remember to: Make sure the setting of the activity suited to the needs of the person. Check that they can easily reach objects, materials or equipment. Use adaptive equipment to support choice or participation in a task.
Preparation and Presentation	Set the scene	Remember to: Take time to present the activity carefully. Set the scene to convey what the activity will be. Show the person what they can expect.
	Meaningful and real activities	Remember to: Make sure the activity is something that had to be done in the house or community. Or that it reflects the individual's and is meaningful to them.
	Be organised	Remember to: Prepare the activity. Get together all the objects, materials and equipment that will be needed before starting. Prepare the work space so it is clear what the activity will be.
	Be respectful	Remember to: Be respectful in all your interactions. Be encouraging rather than bossy.
Small Steps	Provide just enough support	Remember to: Provide enough of the right type for each individual. Break tasks into small steps. Expect each individual to do the task at their own pace.
	Ensure success	Remember to: Give each individual enough time to respond to requests or invitations. Let the person take a break if they need to. Stand back and don't jump in too soon to complete the task or tidy up.
	Give control	Remember to: Allow each individual to take control of what they doing. Take notice of each person's preferences.