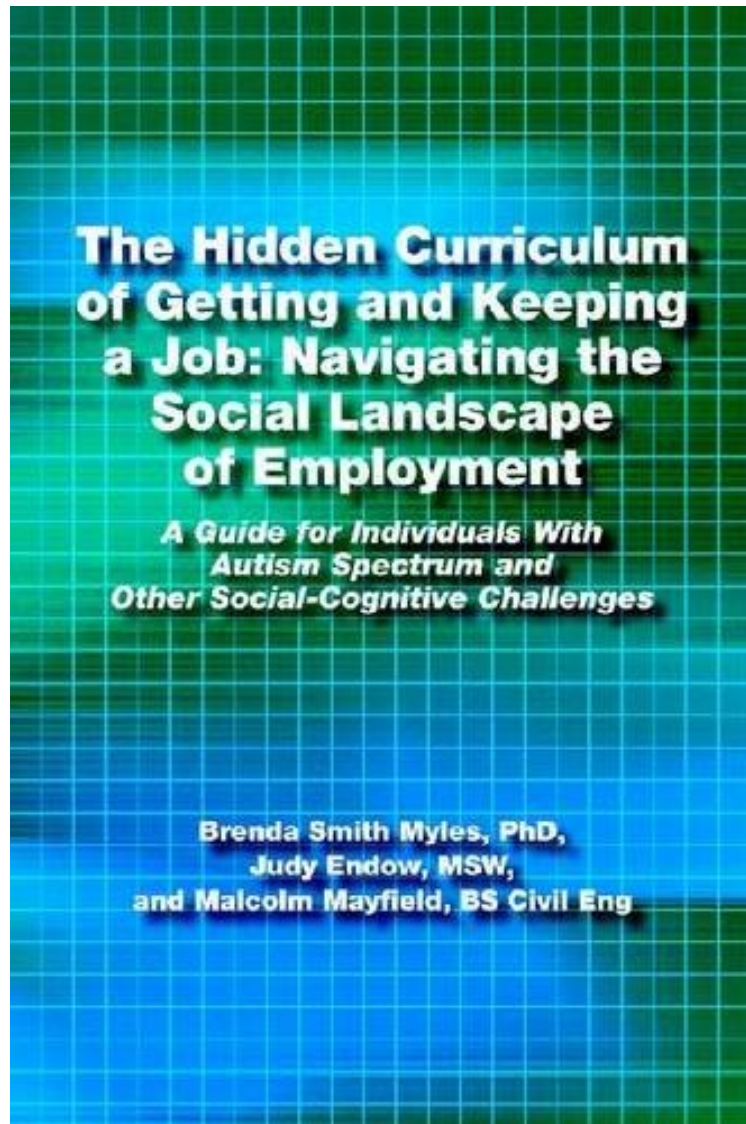


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# **The Hidden Curriculum of Getting and Keeping a Job: Navigating the Social Landscape of Employment A Guide for Individuals With Autism Spectrum and Other Social-Cognitive Challenges**

*Judy Endow, MSW, Malcolm Mayfield, Brenda Smith Myles, Ph. D.  
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#390963 in Books Myles Phd Brenda Smith 2012-11-01Original language:EnglishPDF # 1 9.02 x .24 x 5.98l, .36 #File Name: 193747302399 pagesThe Hidden Curriculum of Getting and Keeping a Job Navigating the Social Landscape of Employment A Guide for Individuals with Autism Spectrum and OT | File size: 44.Mb

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before purchasing it in order to gauge whether or not it would be worth my time, and all praised *The Hidden Curriculum of Getting and Keeping a Job: Navigating the Social Landscape of Employment A Guide for Individuals With Autism Spectrum and Other Social-Cognitive Challenges*:

0 of 0 people found the following review helpful. Five StarsBy CustomerGreat info1 of 1 people found the following review helpful. A First-Rate Resource for All Job SeekersBy CMD CustomerHidden Curriculum Getting and Keeping a JobWhen I saw the title of this book in some promotional literature, I got extremely excited. The literature to help people find and get a job is just a bit lacking, in my opinion. The excitement level rose when the publisher sent me a copy for review. After reading this book, I was even more enthusiastic. It is a "must-have" for any reference library for folks with "social cognitive challenges."*The Hidden Curriculum of Getting and Keeping a Job: Navigating the Social Landscape of Employment* by Brenda Smith Myles, PhD., Judy Endow, MSW, and Malcolm Mayfield, BS Civil Eng., is a priceless addition to literature written for people with social cognitive challenges. As well as people with Attention Deficit Disorder, these challenges are faced by those on the Autism Spectrum. This short book, right at 100 pages, steps the reader through the minefield of getting a job and keeping it. The book is written in a logical and sequential fashion. It has vignettes to illustrate the principles. There is a useful summary for each chapter.Chapter 1-What is the Hidden Curriculum-This chapter will feel familiar to readers of some other "hidden curriculum" books. Yet, the authors keep the material fresh and interesting. The hidden curriculum is those items that "everybody knows..." and nobody directly teaches them. For instance, a colleague might be greeted with an eager, "Whass up?" However, it is inappropriate to address your boss in this fashion. In the workplace, context and timing are both important. People with social cognitive challenges, like ADD or autism, often do not know these unstated rules. This chapter discusses the fundamentals of the hidden curriculum and the devastating effects that a lack of understanding can have on a person's life.Chapter 2-Finding a JobThis comprehensive chapter addresses professional mentoring relationships. Internet links to sites that provide sample mentoring agreements are listed. The authors let the reader know what they can expect from a good mentoring relationship. A mentee's responsibilities are discussed. Also reviewed are employment agencies, vocational rehabilitation, networking, social media, using natural resources (strengths), and creating a resume. Links are listed for resume templates. The Hidden Curriculum items related to social media are important for everybody to understand. The authors don't just tell us what these items are. They explain the consequences for not understanding and following them.Chapter 3-Having an InterviewThis chapter thoroughly covers the interview process. The authors examine what to wear, how to behave, what to say, and how to say it. They also talk about the follow-up to the interview. That is a part of the interview that is often overlooked, but it can be the difference between being seen as a viable candidate or an excellent prospect.Chapter 4- The Hidden Curriculum Beyond the Job Match How to find a good job match is explored in this chapter. Tables suggesting jobs are provided. Then, the elements for keeping a job are examined. Ideas many of us would not think about, like coming to work ready to start at the appointed time are broken down into their component parts. How to make a schedule that helps a person be prepared for the workday is delineated. Social interactions are an important part of working. Ways to start, maintain, and repair these social interactions are thoroughly discussed. This is a section that is not usually found in employment "how-to" books, but it is central to being successful in the workplace.Chapter 5-Hidden Curriculum Items for the Workplace General workplace rules help the job seeker know what to do and not to do at work. Checklists let people mark the areas where they are already functioning well. There are suggested activities to help people learn and practice the basics of the skills that are presented. This chapter covers a wide range of activities that can trip somebody up in the workplace. The scenarios add to the usefulness of this chapter. From transportation to work to the company party, so much of what people need help with is in this chapter.These authors believe that all people who want employment should be able to find a job where they can be productive. This book is a great resource for any job seeker. Filled with practical advice, *The Hidden Curriculum of Getting and Keeping a Job: Navigating the Social Landscape of Employment* by Brenda Smith Myles, PhD., Judy Endow, MSW, and Malcolm Mayfield, BS Civil Eng., explores every hidden facet of finding a job and keeping a job. Written with care and humor, skill and style, their book gets my highest recommendation for content, practicality, organization, and ease of use.5 of 5 people found the following review helpful. Excellent Resource for Job Seeking Individuals with ASDBy Joanna Keating-VelascoI received this book and read it from cover to cover having trouble putting it down. It's a very easy-to-read and well-edited book that breaks the social aspect (hidden curriculum) of job seeking into bite-sized chapters full of very understandable suggestions. I think this would be an amazing resource for schools to utilize with students on the spectrum. Breaking the book down chapter by chapter and using it as a springboard for discussion would be well worthwhile. Another idea for use of this book is to give it to a student graduating high school or college to assist them in their job search. Being able to read ahead to all these challenges, potential pitfalls and suggestions, will be so beneficial for an individual with ASD (Autism Spectrum Disorders).The chapters of this book are:1.What Is the Hidden Curriculum?2.Finding a Job\* Role of Mentors\* Employment Agencies\* Vocational Rehabilitation\* Networking\* Social Media\* Using Your Natural Resources\* Creating a Resume3.Having an Interview\* What to Wear\* How to Behave\* What to Say How to Say It\* Avoiding Meltdown\* During Interview\* Interviewing via

Skype\* Interview Follow-Up\* Know Your Rights4.Hidden Curriculum Beyond\* Arriving at Work Ready to Engage\* Managing Stress\* Throughout the Workday\* Interpreting and Reacting to Social Demands\* How to Avoid and Repair Social Missteps\* Handling Criticism\* Sabotage5.Hidden Curriculum Items for the Workplace\* General Rules\* Dress and Grooming\* Work Attendance Calling in Sick\* Transportation\* Work Environment\* Job Task\* Workplace Communication\* Strange Things People May Say\* Breaks Lunchtime\* Relationships w/Colleagues at Work Socially\* Relationships w/Bosses\* Company-Related Social Events\* Avoiding Sexual HarassmentAuthors, Myles, Endow and Mayfield have given us a much-needed resource that will give the reader the confidence to move dive into the world of job seeking, interviewing and, finally, life in the workplace.In His Shoes, A Short Journey Through Autism

Adults on the spectrum often have difficulty getting and keeping a job that is unrelated to their job skills. This practical and easy-to-use book provides necessary yet often untaught information on a variety of topics related to getting a job, finding a mentor, networking, using agencies, interviewing, talking with supervisors, dealing with on-the-job-frustrations, understanding the social rules at work and many other topics. Authored by two individuals on the spectrum who have extensive experience in helping others become employed, Judy Endow and Malcolm Mayfield, as well as Brenda Smith Myles, an internationally known writer and speaker on autism spectrum disorders.

"Every workplace has its unique culture and unspoken rules. Recognizing and adhering to these nuances can greatly enhance job success. The Hidden Curriculum of Getting and Keeping a Job provides a first step in improving awareness of how to recognize what is most likely deemed acceptable and not acceptable at work. The text covers the span of employment activities from conducting a job search to becoming hired. Packed with great examples and descriptions of practical strategies, it offers need-to-know information for those involved in the transition of students to work that will not only raise students' confidence and comfort on the job but also improve their ability to fit in better and succeed at work. --Paul Whman, PhD, Virginia Commonwealth UniversityThis is the first book I have seen that addresses the unwritten rules of the workplace. It will help educators and employers understand the social-cognitive challenges that people with autism spectrum conditions face in their everyday lives. As a parent of a young man with autism who struggles to understand social experiences, I especially appreciate having a framework for how to support him in overcoming his social-cognitive challenges, especially in the workplace. This book should be part of the school/college curriculum for young adults with autism and should be used by parents, educators, vocational rehabilitation professionals, job coaches, job mentors, and employers. --Geraldine Graydon, MSc, University College Dublin; advocate, mentor, and co-founder of Autism Rights Equality Alliance, IrelandThis is a great book for people with autism spectrum disorders who are either looking for a job or trying to survive in one. The focus on the hidden curriculum is spot-on it s the unwritten rules and unsuspected behaviors that so often trip people up in the workplace. This book will guide you through the minefield. --David Perkins, head of services, National Autistic Society (NAS) Prospects, UK