

# BEHAVIORAL SKILLS TRAINING: ASKING FOR HELP AT WORK



1. Walk over to your coworker.



2. Stand in front of them.



3. Say "Hi, \_\_\_\_\_". (Say their name if you know it)



4. Say, "Do you have a second?"



5. Wait for them to say "Yes" or "No"



6. If they say "No", find another coworker.



7. If they say "Yes", tell them the problem.



8. Ask a question to get help. (Think of your question before you practice:  
Can you help me with \_\_\_\_? Can you show me how to \_\_\_\_\_?)



9. Listen to the answer.



10. Say "Thank you" and go back to work