**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

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