READY Together

Workbook

Trauma-Informed. Evidence-Based. Strengths-Focused.

Free to copy, and share for community use.

Supporting Community Together 2026 ©

Ready Together Worksheets

How to Use This Workbook

This is the one master set of Ready Together worksheets. The staff manual, group sessions, youth program, and e-course all use these pages.

Part A is for staff.

Part B is for youth.

Each worksheet starts on its own page, so you can print only what you need.

Write, draw, or say your answers. Someone can write for you. Leaving a box blank is okay.

Part A: For Staff

› S1 Is This a Skill Gap or a Nervous System Response?
› S2 Staff Self-Regulation Check
› S3 What Is Under the Wave?
› S4 Hygiene Without Shame
› S5 Validation Practice
› S6 Psychological Safety Audit

Part B: For Youth

Part 1: Day 1 morning

› Y1 My Starting Point
› Y2 My Strength Web
› Y3 How Does My Brain Work Best?

Part 2: Day 1 afternoon

› Y4 My Warning Signs
› Y5 My Regulation Toolkit
› Y6 My Energy Battery
› Y7 My Safety Plan
› Y8 How Much Do I Share?

Part 3: Day 2 morning

› Y9 Unspoken Rules
› Y10 My Best Work Setup
› Y11 Accommodations and My Rights

Part 4: Day 2 afternoon

› Y12 Asking for What I Need
› Y13 Repair Practice
› Y14 Want vs. Need
› Y15 My Employment Plan
› Y16 My SMART Goal
› Y17 Mock Interview Feedback
› Y18 Looking Back

After the program › Y19 Weekly Check-In

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Part A: For Staff

S1 Is This a Skill Gap or a Nervous System Response?

Pick a behaviour you noticed. Circle a likely reason, and try one idea this week.

What I am seeing	Possible reason	What to try
Avoiding a task	Overwhelm? Demand sensitivity? Other:	Offer two choices. Break into smaller steps.
Talking over others	Impulse regulation? Anxiety? Other:	Co-regulate first, then teach.
Refusing a change	Transition difficulty? Other:	Give advance warning. Use visual cues.
Missing deadlines	Working memory? Starting tasks? Other:	Use checklists. Break tasks down.

› What I tried, and what happened

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S2 Staff Self-Regulation Check

Am I in green, yellow, or red right now? Circle one: Green Yellow Red

30 second grounding reset: Drop your shoulders. Take one slow breath. Lower your voice. Soften your face. Co-regulation starts with you.

› What do I notice in myself? Is my voice calm? Is my face relaxed? Am I trying to control, or to connect?

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S3 What Is Under the Wave?

Use after a big emotion has passed, when everyone is calm.

› What did the big emotion look like?

What might have been building before this?

- ☐ Sensory overload
- ☐ A shame moment
- ☐ A break in the relationship
- ☐ Transition
- ☐ Fatigue or hunger
- ☐ Masking exhaustion
- ☐ Social confusion
- ☐ Too many demands
- ☐ Other:

Where were they? Circle one: Green Yellow Red

A repair conversation could include: "Was it more the noise or the pace that felt like too much?" "Would a quiet space or a short walk help next time?" "Next time, we could try ___ or ___. Which feels better?"

› One thing we can try tomorrow

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S4 Hygiene Without Shame

Complete with a youth at a calm time, in private.

The task that feels hard:

☐ Showering ☐ Laundry ☐ Brushing teeth

☐ Deodorant ☐ Other:

Possible reasons:

☐ Body signals are hard to notice ☐ The task feels like a demand ☐ Water, temperature, or smell feels too much

☐ Low mood ☐ Planning and starting tasks ☐ Other:

Supports to try:

☐ Picture checklist ☐ Preferred products, such as unscented ☐ Step-by-step laminated guide

☐ Doing the task near someone else ☐ A music timer ☐ A clear last step: "Done. Time to go."

☐ Other:

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S5 Validation Practice

Rewrite each statement so it validates the feeling.

› "You are making a big deal out of nothing." could become

› "You just need to be more flexible." could become

› "You are being dramatic." could become

› "That is not what happened." could become

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S6 Psychological Safety Audit

For staff and teams.

In my workplace, people can:

- ☐ Admit mistakes safely
- ☐ Say "I need a break"
- ☐ Ask questions to clarify
- ☐ Disagree respectfully
- ☐ Request accommodations
- ☐ Repair after tension

› One area to strengthen

Part B: For Youth

Y1 My Starting Point

Part 1: Day 1 morning

Fill this in on the first day. There are no wrong answers.

› My employment goal

› My strengths

› What feels hard right now

› What I would like to grow

How confident do I feel? Circle 1 (not confident) to 5 (very confident).

Area	1	2	3	4	5
Communication	1	2	3	4	5
Teamwork	1	2	3	4	5
Time management	1	2	3	4	5
Problem solving	1	2	3	4	5
Resume writing	1	2	3	4	5
Job applications	1	2	3	4	5
Interviews	1	2	3	4	5

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Y2 My Strength Web

Your name goes in the middle of the web. Write or draw one thing in each circle.

› Something I'm good at (it doesn't have to be job-related)

› Something I care about

› Something I can teach someone else

› Something hard I've gotten through

› A job or task I've done: paid, volunteer, or at home

› What someone who knows me well would say I am good at

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• Y3 How Does My Brain Work Best?

There is no right profile. This is about patterns, not labels.

I focus best when:

- ☐ I can go deep into one thing at a time
- ☐ I know how long something will take
- ☐ There is music or background noise
- ☐ I can use my special interest
- ☐ It is quiet and predictable

It is harder for me when:

- ☐ I am interrupted suddenly
- ☐ Tasks feel forced on me
- ☐ I have to switch tasks quickly
- ☐ Too many things are happening at once
- ☐ Instructions are only spoken

I remember information best when:

- ☐ I see it written down
- ☐ I practise it with my hands
- ☐ I hear it explained
- ☐ I connect it to something I care about

With instructions that have several steps, I prefer:

- ☐ Hearing them again
- ☐ One step at a time
- ☐ Having them written down
- ☐ All the steps at once

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• Y4 My Warning Signs

Part 2: Day 1 afternoon

Where I am right now	What it feels like
Green	Focused. Calm. Ready to learn.
Yellow	Distracted. Anxious. Overstimulated.
Red	Shut down or reactive. Learning is not possible right now. Regulate first.

In the youth program, Green is Sunny or the Ready Zone. Yellow is Partly Cloudy, Rainy, or Activated. Red is Stormy, Flooded, or Survival Mode. Checked Out is the freeze side: it can look calm, but it needs the same care.

When I move from green to yellow, I notice:

- ☐ My tone changes
- ☐ I feel heat in my body
- ☐ My thinking gets rigid
- ☐ I get quiet
- ☐ I want to leave
- ☐ I talk faster
- ☐ My chest tightens
- ☐ Headaches or tiredness
- ☐ Other:

When I am in yellow, what helps most:

- ☐ Slower pacing
- ☐ A calm voice
- ☐ A choice
- ☐ Things in writing
- ☐ Predictable structure
- ☐ Physical space
- ☐ Validation first
- ☐ Other:

When I notice this, I can say:

- ☐ "I need a break."
- ☐ "Can we slow down?"
- ☐ "I need help."

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Y5 My Regulation Toolkit

Write what works for you. Leave it blank if you are not sure.

› **Body:** movement, breathing, pressure, temperature

› **Senses:** headphones, sunglasses, fidget tools, gum

› **Space:** quiet corner, bathroom break, outside, a task on my own

› **People:** a trusted coworker, texting instead of talking

› **Time:** a predictable schedule, advance notice, break timing

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• Y6 My Energy Battery

Everyone starts the day with a different charge. That is okay.

Things that drain me:

- ☐ Loud or bright places
- ☐ Small talk
- ☐ Masking
- ☐ New tasks
- ☐ Last-minute changes
- ☐ Long bus rides
- ☐ Other:

Things that charge me:

- ☐ Quiet time
- ☐ Headphones
- ☐ Food and water
- ☐ Movement
- ☐ Music
- ☐ My special interests
- ☐ Time alone
- ☐ Safe people
- ☐ Other:

› On my break, my charger can be

› After work, I want to keep energy for



Do hard tasks when your battery is full. Keep some charge for your life after work.

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• Y7 My Safety Plan

Fill this in with a support person, at a calm time.

› Early signs I am moving into yellow

› Signs I am moving into red

What helps in yellow:

- ☐ Fewer demands
- ☐ A quiet space
- ☐ Movement
- ☐ A safe person
- ☐ Sensory tools
- ☐ Other:

What helps in red:

- ☐ No talking
- ☐ Space
- ☐ A calm person nearby
- ☐ A clear way out
- ☐ Other:

After a hard moment, I would like:

- ☐ Quiet time
- ☐ A gentle talk about what happened
- ☐ A repair conversation

› People I can contact

Need to talk to someone now? Call or text 9-8-8, any time. Klinic Crisis Line: 204-786-8686. The Link Youth Crisis Line (21 and under): 204-949-4777. In an emergency, call 911.

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Y8 How Much Do I Share?

Think about a workplace. Where does each thing go?

› **Green:** things I am happy to share at work

› **Yellow:** things I would share only with someone I trust, and only what the job needs

› **Red:** things I keep for my supports

Share the need, not the whole story. "I have an appointment Tuesday." That is enough.

• Y9 Unspoken Rules

Part 3: Day 2 morning

Workplaces often expect rules nobody writes down. Check the ones you have noticed.

- ☐ Clean clothes
- ☐ Washing and deodorant
- ☐ Hair neat or tied back
- ☐ Eye contact or nodding
- ☐ Arriving 5 to 10 minutes early
- ☐ Phone only on breaks

› Another unspoken rule I have seen

› One rule that feels unfair, or hard for my brain or body

For that rule, I could:

- ☐ Follow it
- ☐ Ask for an accommodation
- ☐ Look for a workplace that fits me better

You don't have to like the rule. Knowing it lets you choose what to do.

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• Y10 My Best Work Setup

Good work is about fit, not force.

When I am doing well at work, I feel:

- ☐ Calm
- ☐ Respected
- ☐ Energized
- ☐ Focused
- ☐ Clear on expectations
- ☐ Connected

Sound, light, and touch:

- ☐ Loud noise is hard
- ☐ Some background noise helps
- ☐ Headphones help
- ☐ Bright lights are hard
- ☐ Dim or natural light helps
- ☐ Some fabrics bother me
- ☐ I need to move or fidget
- ☐ Sitting still is hard
- ☐ Other:

The place usually has:

- ☐ Written instructions
- ☐ One thing at a time
- ☐ Flexible pacing
- ☐ A predictable schedule
- ☐ Few sensory distractions
- ☐ Choice in how I work

What protects me from burnout:

- ☐ Recovery time
- ☐ Written follow-ups
- ☐ A predictable routine
- ☐ Clear deadlines
- ☐ Quiet space
- ☐ Check-ins with a mentor

› The time of day I work best

› The kind of supervisor who helps me

› What helps me restart when I get stuck

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• Y11 Accommodations and My Rights

An accommodation changes how the job is done, not what the job requires.

› Tasks that feels hard

Why it is hard:

☐ Sensory load
☐ Feels like a demand
☐ Social expectations
☐ Memory
☐ Planning or starting
☐ Processing time
☐ Other:

Accommodation ideas:

☐ Written instructions
☐ Breaking the task into chunks
☐ Flexible scheduling
☐ Clear deadlines
☐ Noise reduction
☐ Visual supports
☐ Other:

I understand that:

☐ I can request accommodations
☐ I can ask for things in writing
☐ Support needs include mental health
☐ My employer cannot punish me for asking

Under The Human Rights Code (Manitoba), employers have a duty to accommodate unless it causes undue hardship. The Manitoba Human Rights Commission can answer questions: manitobahumanrights.ca

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• Y12 Asking for What I Need

Part 4: Day 2 afternoon

› What support do I need?

› How does it help me do my job well?

Practice script: "I want to do my job well. I work best when _____. Would it be possible to _____?"

› In my own words

Supports I would like for the conversation:

☐ Notes written down ☐ Time to process ☐ A support person with me

☐ A clear agenda

› In my family or culture, speaking up to people in charge feels

› What would help me feel safer speaking up

› Afterward: did I feel heard? What follow-up is needed?

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Y13 Repair Practice

› If I raise my voice, I can say

› If someone raises their voice at me, I can say

› A repair phrase I feel comfortable using

Repair in three steps: Name it: "That felt tense." Acknowledge: "I didn't respond well." Rebuild: "Can we try again?"

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Y14 Want vs. Need

A need is something you must have to be okay. A want would be nice. Both matter.

Circle N for need or W for want:

- N/W Pay that covers my bills
- N/W Working with friends
- N/W Close to home or the bus
- N/W Weekends off
- N/W Quiet space
- N/W A cool uniform

› Things I NEED in a job

› Things I WANT in a job



When you choose a job, check your needs first.

Y15 My Employment Plan

This is not a resume. It belongs to you. You can share it or keep it private.

› My top 3 strengths as a worker

› My top 5 accommodations

› The kind of workplace where I do best

› How I will ask, in my own words

› Tasks I enjoy or do well

› One thing I want to do differently than before

› Things that make work hard for me

› Where I usually am on the Regulation Dial at work

› One person who will support me

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Y16 My SMART Goal

Small is good. Pick something you could try this week or this month.

› **Specific:** my goal is to

› **Measurable:** I'll know I did it when

› **Achievable:** this fits my energy because

› **Relevant:** this matters to me because

› **Time:** I'll try it between ... and ...

› My first tiny step

› What might get in the way, and who can help

Not: "Get a job." **Yes:** "This week, I'll look at 2 job posts with my job coach." A goal can be "Did I try it?"

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• Y17 Mock Interview Feedback

My role this round:

☐ Interviewer ☐ Me (answering) ☐ Observer

Questions we practised:

☐ Tell me about yourself. ☐ What are you good at? ☐ Why do you want this job?

☐ Tell me about a time you solved a problem.

› One thing that went well

› One thing to try next time

› An answer I want to remember

You can ask to see interview questions in writing. That is an accommodation too.

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• Y18 Looking Back

Fill this in on the last day.

› Progress on my goal

› What I am proud of

› What I am still growing

› Support I would still like

› My next step

How confident do I feel? Circle 1 (not confident) to 5 (very confident).

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Time management	1	2	3	4	5
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• Y19 Weekly Check-In

After the program: For use with a job coach or support person after the program.

This week felt:

☐ More steady ☐ More stretched ☐ A bit of both

› What helped this week

The harder part was:

☐ The tasks ☐ The people ☐ The timing

☐ Something else

› Did I go into yellow or red? What felt hard?

› What restored me

For my goal next week:

☐ Keep it as it is ☐ Make it smaller ☐ Try something new

› One strength I used this week