



Total Communication
Changing Lives. Touching Futures.

EXECUTIVE FUNCTION PROGRAMME

Executive function skills helps us with our everyday life by helping us organize, plan and manage life tasks. These skills are essential to carry out tasks. Executive functions include: planning/organizing, self-monitoring, regulating emotions, motivating, perceiving time, goal-setting and much more

(Yakel, 2010)





Adapted from Executive Functions Training by Gottschall and Rozendaal

For Elementary Students

- Weekly frequency
- 3 months duration (12 sessions) per module
- Contains 5 modules
- Minimum of 4 students per group
- Includes parent/teacher guidance for behavioural and attention support

MODULE 1: WORKING MEMORY

Red Flags:

-  Doesn't complete multi-step tasks well
-  Struggles to understand written materials
-  Struggles with note taking in class
-  Difficulty with memorizing (e.g. spelling words, math facts)

Goals:





-  Remember to bring school materials to and from school
-  Keep track of assignments
-  Remember events that are not part of daily schedule
-  Remember and follow multi-step directions

STRATEGIES TAUGHT:





- CHUNKING
- SUBVOCALISING
- LINKING ASSOCIATIONS
- ACRONYMS /INITIALISATION
- PARAPHRASING
- GENERALIZING STRATEGIES FOR PARENTS & TEACHERS
- REHEARSING
- SILLY RHYMES

MODULE 2: TIME MANAGEMENT

Red Flags:

-  Struggles with multiple projects simultaneously
-  Struggles with managing different classes
-  Unable to judge how long an assignment will take (scrambles at the last minute)
-  Seldom read or work ahead

Goals:





-  Submit assignments on time
-  Starts projects in advance
-  Completes assignments within reasonable amount of time
-  Reading or working ahead

STRATEGIES:





- ESTIMATING TIME
- HOMEWORK PLANNING
- PROJECT PLANNING
- EXAM PREPARATION
- GENERALIZING STRATEGIES FOR PARENTS & TEACHERS

MODULE 3: PLANNING & ORGANIZATION

Red Flags:

-  Arrives at school unprepared
-  Fails to submit assignments, loses assignments
-  Forgets books and other necessary items to complete homework
-  Messy backpack, desk and room

Goals:





-  Brings home books and materials needed to complete homework
-  Knows where completed homework is and turns it in on time
-  Knows when tests are scheduled and projects are due
-  Studies for tests and completes projects on time

STRATEGIES TAUGHT:

- BRAINSTORMING
- NOTES & INFORMATION
- READING & SCANNING
- HONING WRITING SKILLS
- GENERALIZING STRATEGIES FOR PARENTS & TEACHERS

MODULE 4: FLEXIBLE THINKING

Red Flags:

-  Experiences difficulty starting a new term or class
-  Shuts down if first attempt at solving a problem doesn't work
-  Stressed when something unexpected happens (e.g. pop quiz, substitute teacher, schedule change)
-  Expresses disbelief/frustration/anger if someone breaks the rule

Goals:





-  Handles unexpected situations with ease
-  Works through a problem when a breakdown occurs
-  Uses different strategies instead of just "one" strategy
-  Experiences low/no frustration doing school assignments and tasks

STRATEGIES TAUGHT:




- SENTENCE STRUCTURING
- REWRITING SENTENCES
- HOMOGRAPHS
- INTONATION
- GENERALIZING STRATEGIES FOR PARENTS & TEACHERS

MODULE 5: SELF-MONITORING

Red Flags:

-  Continues reading, even if not understanding
-  Continues writing, even if off-topic
-  Doesn't notice careless mistakes
-  Rarely checks or edits works spontaneously

Goals:

-  Edits homework and written work for mistakes
-  Knows if he is on task for an assignment
-  Previews and reviews rubrics for a project

STRATEGIES TAUGHT:

- EDITING SKILLS (BASIC, INTERMEDIATE & ADVANCED)
- KEY WORD IDENTIFICATION
- CONSOLIDATING INFORMATION
- GENERALIZING STRATEGIES FOR PARENTS & TEACHERS

REGISTRATION FORM

Name of child: _____

Age: _____ Birth date: _____

Gender: M F

Name of school: _____

What grade is your child in: _____

Please tick which module (**\$1,100/module, 12 sessions**) and preferred session you would like to register in (you can choose more than one):

Module 1 - Working memory

Monday 4-5 pm Tuesday 3-4 pm Tuesday 5-6 pm

Module 2 - Time Management

Monday 3-4 pm Monday 5-6 pm Tuesday 4-5 pm

Module 3 - Planning & Organization

Wednesday 4-5 pm Thursday 3-4 pm Thursday 5-6 pm

Module 4 - Flexible Thinking

Wednesday 4-5 pm Thursday 3-4 pm Thursday 5-6 pm

Module 5 - Self- Monitoring

Friday 3-4 pm Friday 4-5 pm

Name of parent : _____

Contact no. : _____

Email address: _____



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