

**File No.** 3/6/9B

**Volume No. . . . I**

**SUBJECT (or NAME):** BEHAVIOUR MANAGEMENT PROCEDURES - MANUAL

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## OTHER RELEVANT FILES

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## DISPOSAL CATEGORY

Item 101

23068B-175,000/10/84PTK

## (?) GIVING INSTRUCTIONS

Instructions should be simple and clear. They should first gain the girl's attention, and should let the girl know exactly what it is you want her to do. They should not include negative statements or angry remarks about girls.

### HOW TO GIVE INSTRUCTIONS

1. OBTAIN GIRL'S ATTENTION. As soon as you are clear about what you want the girl to do, stop what you are doing and gain the girl's attention. Go up close to the girl. Say the girl's name.
2. WAIT. Wait until the girl answers you and/or looks at you. Make sure the girl is paying attention before you give the instruction.
3. SPEAK FIRMLY AND POLITELY. Make sure you let the girl know exactly what it is you want her to do. Avoid complaining or growling, e.g. "Put your books away now please".
4. WAIT. Do not repeat the instruction until you have waited about ten seconds. The girl may begin to follow your instruction in this time.
5. GIVE POSITIVE ATTENTION. As soon as the girl follows your instruction or begins to follow it, give positive attention immediately.



GIVING  
AN  
INSTRUCTION

Address Boy by name							
Wait							
Boy's attention gained before giving instruction							
Specify instruction							
Wait							
Praise if instruction followed							
Appropriate Choice ?							
Date							
Staff Member							

POSITIVE  
ATTENTION

Immediate							
Specify behaviour							
Positive attention							
Attend to improvements							
Appropriate Choice?							
Date							
Staff Member							





Item 549 J