

Communication Passports



These templates can be used by anyone who wants to help someone create a one page Communication Passport.

Our team of speech-language therapists at Talking Trouble Aotearoa NZ often create these with a person so they can have their say about what helps/gets in the way of communicating, and gives a quick and easy guide for others to know how to help. They can choose who needs to see the Communication Passport and what goes in it. We've known passports to be given to people before important meetings so they can understand what to do to help, or when transitioning to new places or services. The Communication Passport can be updated when new information comes to light or things change.

We sometimes use a Talking Mat <https://www.talkingmats.com/> first to help someone reflect on their own communication skills, and what they'd like people to do to support their communication. Sometimes we just open a blank document and start a list about 'things that are annoying' and 'things that help'. There isn't one way to do these. They can be personalised with colour, decoration and detail, and can be any size and can be laminated. We often make them in Powerpoint, but they can be handwritten or typed. Multiple copies can be useful so everyone who needs the information can get a copy. We like to try to have the person's own words included. Anyone can help someone put together a Communication Passport – it doesn't have to be a speech-language therapist.

The example passports we've included here have had all identifying information has been removed or changed.

You are welcome to use our templates and we'd love to know how you use them and what templates work best in your setting. You can find other materials you might find handy on our website under resources. <http://talkingtroublenz.org/links-and-resources/>

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_____ 's Communication Passport

These recommendations were written by the young person and _____ (profession/role_____)

Things that are annoying

Things that help

Young person's full name:
Date:

Professional's name and role:

!! You need to know... !!

My Communication Passport

My name is:

This is about me
Please read!

This will help you to
get to know me and
how I communicate

You can help me to communicate

Please do...

Please don't...

**You can help me to *understand*
more easily by...**

I might need extra help with...

**You can help me to *use my*
language more easily by...**

Young person's full name:

Professional's name and role:

Date:

These recommendations were written by XXXXXXXXXXXX and XXXXXXXXXXXX

Things you need to know

Things that are tricky

Things that help

This communication passport was made by XXXXXXXXXX and XXXXXXXXXX on

.....

Things you need to know

I enjoy talking but I choose when I talk and when I don't
I don't like meeting new people

Things that are tricky

- Understanding, and remembering what people say
- Knowing the words for the stuff I want to talk about
- Making decisions
- Explaining things
- Staying on topic
- Reading body language
- Asking questions & asking for help

Things that help me

- Write it down, talk slowly... I'm not a fast thinker
- Build my vocabulary – word maps, explain new/tricky words
- Signpost topics so that I can see what topic you want me to stay on
- Use Comic Strip Conversations to help me give you the best information I can
- Check my understanding of the stuff we have just talked about

This communication passport was made by XXXXXXXX and XXXXXXXXXXXX on ...

Things you need to know

I love Hip Hop

Sometimes I 'lose it' and want to leave. You'll know because I start to swear and fiddle with my clothes. Thinking about, and talking about my big brother calms me down. Perhaps there could be photos of him nearby.

Things that are tricky

- Listening when people don't explain things & listening to boring stuff
- Making decisions – “got my boyfriend on one side and my family on the other wanting me to be safe...don't always know what to do”
- Finding the words I need to say what I want to say is hard. When this happens I just change the subject or say it doesn't matter

Things that help me

- Say less. Stick to the key messages you need me to understand. Pause between phrases. Explain what you mean. Check that I've understood you before you say anything else
- Write things down in simple lists, flow diagrams or headings to help me keep paying attention and remember
- Build my vocabulary – word maps, explain new/tricky words

Jimmy **works best** with people who

- ✓ Don't try to 'push' or 'teach' too much
- ✓ Pick up on what he's doing and where's at
- ✓ Praise him for what he does
- ✓ Can make things that are tricky into something enjoyable

How to **help**

- ✓ Don't talk too much
- ✓ Make it **quick**
- ✓ Get it all done and get on with it
- ✓ Keep talking and reading **short** and **easy**.

Jimmy Jones

Communication Passport March 2019

This information about Jimmy has been put together during a conversation between Jimmy, his Dad and a speech-language therapist. It is designed to give an overview of what helps and gets in the way for Jimmy.

Stuff Jimmy loves

Hanging out with mates

Sometimes – gym, soccer, fishing

Stuff that makes Jimmy annoyed

- ✗ Talking for ages in a room
- ✗ Lots of talking
- ✗ Waiting
- ✗ Talking about me when I'm not there
- ✗ People reading stuff out for me...takes too long...just let me read it to myself

Signs listening and understanding are tricky

You might notice

Fidgeting
Eyes wandering off
Jimmy shuts off
Wants to gap it
Stands up, covers eyes, paces, swears

Making complicated things easier

Work out the most important things Jimmy needs to know – keep it **short, simple** and **quick**

Draw it
Write **key words**