



Tips for creating Neurodiverse friendly working environments



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Neurodiversity friendly workspaces can enhance employee health & wellbeing.

Are there spaces in your premises (or off-site locations) that are conducive to the employee being able to complete their work responsibilities?

- Do your employees find a large, open plan office too distracting?
- Is it too hot or cold? Are the lights too bright?
- Is there enough space for employees to move around?

Are team meetings planned with clear objectives, reporting, task assignments and conducted in an appropriate space?

- Can in-person meetings be done with a choice of standing or sitting?
- Can you utilise display boards, flip charts, and other 'visual' ways of sharing information, rather than just verbal communication? Could this be done in advance?
- Ask the team what works for them - people process information in different ways.
- Invite feedback so you know everyone understands what is required. Create a psychologically safe space for people to ask questions or gain more clarity.
- Summarise and then disseminate the information in a range of formats, for example, infographics, recordings, diagrams.

- Review and feedback continually. Prioritise affirming any progress made. Colleagues need to hear when they get it right – not only when mistakes are made.

Team dynamics benefit from a diversity of minds. Consider how 'maverick thinkers', 'rebel talent' and innovators can safely test established hypotheses, practices and conventional thinking in your organisation and create efficiencies or new opportunities.

- Encourage and facilitate employee led corporate social responsibility projects that promote local good causes to build common purpose, relationships, and organisational values.
- Explore how parents and carers in your workforce can be supported with flexitime, this can reduce unplanned absence from work and disruptions or delays to business activity. Make available parent training that will improve their skills and resilience when the needs of their children make demands on their energy and performance in work.
- Use occupational health protocols to support the health of your workforce. For example, negotiating a company discount for the local gym or leisure centre.



There is a value in a range of skills, perspectives and approaches in team projects or around the decision-making table.



Communications: Policy and Practice

How can communications be adaptable, flexible and available in a variety of formats?

- Infographics and charts can make reporting more accessible.
- Allow time to read or produce documents and utilise 'alt text' images.
- IT Support strategies, such as Office 365 applications to auto spell and grammar check documents and emails. 'Text-to-voice' software reads documents aloud. Use 'voice-to-text' software to record minutes of meetings. Electronic planners, reminders and task lists can support organisation, memory and planning skills.
- Keep language clear and concise. Always conclude with the questions: what action needs to be taken? By whom? When?

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