

# Celebrating Neurodiversity at Work Toolkit

Information, worksheets and links to help create a more supportive work environment for neurodivergent employees



Inclusivity starts  
with YOU!



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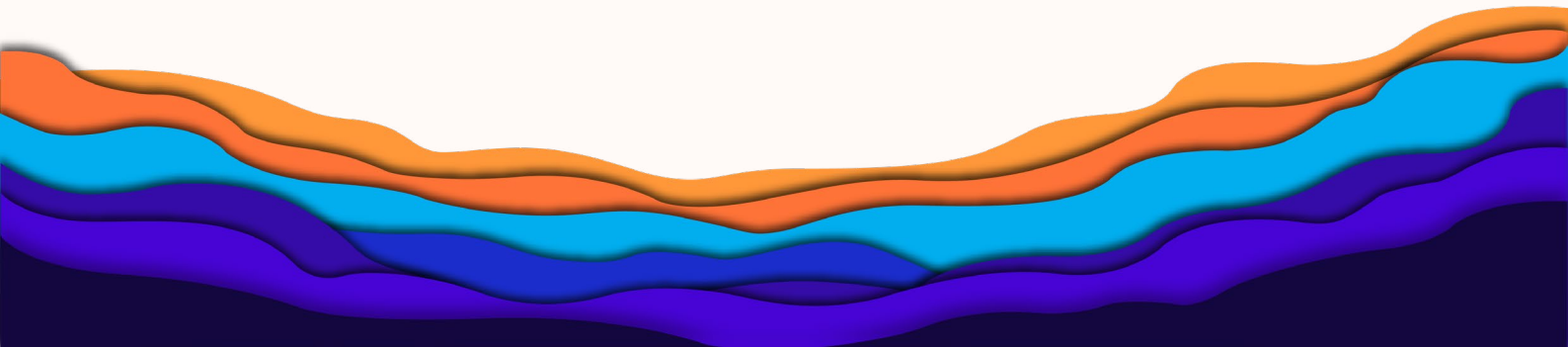
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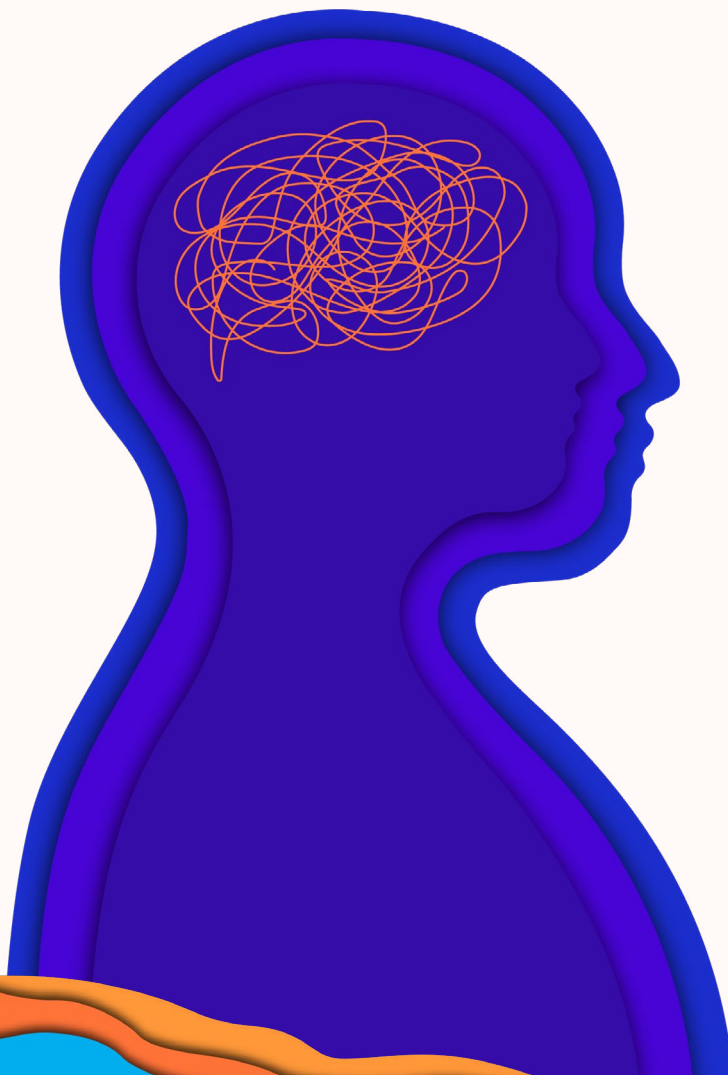
# Introduction

In today's diverse and dynamic workplaces, fostering an inclusive environment is crucial for ensuring every employee feels valued and can contribute effectively.

Neurodiversity, which refers to the differences in neurological makeup among individuals, is a vital aspect of diversity, equity, and inclusion (DE&I) strategies.

By embracing neurodiversity, organisations can tap into a wealth of innovative thinking, creativity, and problem-solving skills that neurodivergent employees bring to the table.

However, many workplaces still struggle to provide the necessary support and accommodations for neurodivergent individuals, leading to missed opportunities for both employees and employers.



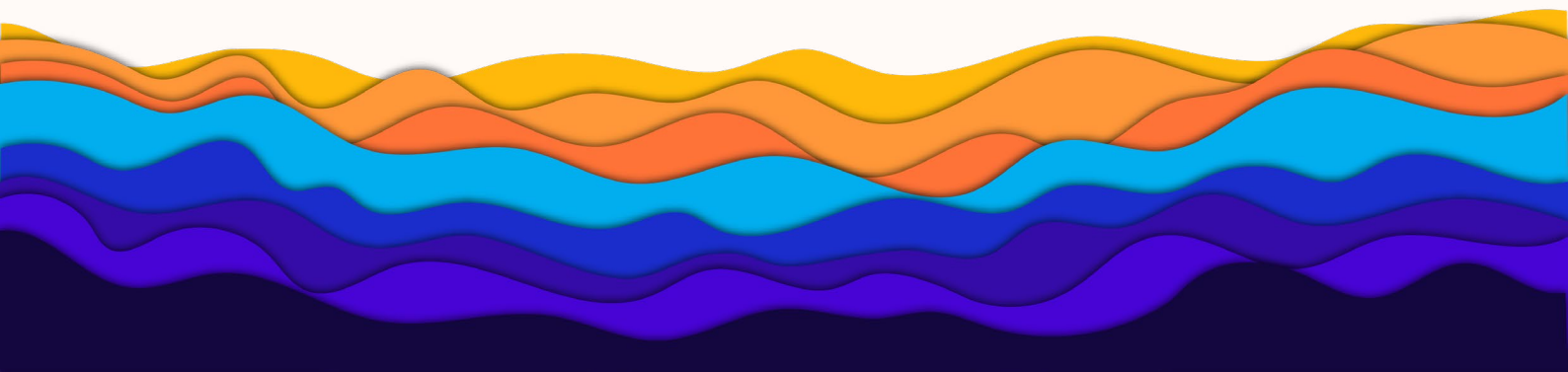
This toolkit aims to bridge that gap by providing managers with the right conversations, resources, and practical tools to create a more inclusive environment.

# Glossary of Neurodiversity Terms

Understanding neurodiversity begins with recognising the various conditions that fall under this umbrella. Here are some key terms:

- **Neurodivergent (ND)** | A term used to describe individuals whose brains function in ways that diverge from the majority of the population. Examples include Autism, ADHD, Dyslexia and Dyspraxia etc.
- **Neurotypical (NT)** | Someone who doesn't consider themselves Neurodivergent and whose neurological development aligns with the majority of the population.
- **Neurodiverse** | Used to describe the differences between all individuals across a population, we're all neurodiverse in that we all have different brains. With this in mind, it's more accurate to describe someone with ADHD as Neurodivergent, not Neurodiverse.
- **Executive Function** | The cognitive processes responsible for organisation, planning, and self-regulation, often challenging for neurodivergent individuals.
- **Masking** | The act of suppressing neurodivergent traits to conform to neurotypical expectations, often leading to stress and burnout.
- **Reasonable Adjustments** | Workplace modifications made to support employees, such as flexible working hours, noise-cancelling headphones, or written instructions.
- **Access to Work** | A UK government scheme providing funding and support for disabled employees, including neurodivergent individuals.

This is a starting point of terms that are good to know, but the language used for disabilities is ever evolving, so keep listening to the people around you and research.



- **ADHD (Attention Deficit Hyperactivity Disorder)** | A condition affecting focus, impulsivity, and executive function. It can present as inattentiveness, hyperactivity, or a combination of both.
- **Autism** | A spectrum condition that affects social communication, sensory processing, and flexibility of thought. It can involve heightened or reduced sensitivity to sensory inputs and differences in interaction styles.
- **Dyslexia** – A learning difference affecting reading, writing, and spelling.
- **Dyspraxia (Developmental Coordination Disorder, DCD)** | A condition affecting coordination, motor skills, and spatial awareness, which can impact handwriting, movement, and organisation.
- **Dyscalculia** | A learning difference that affects numerical understanding, arithmetic, and mathematical reasoning.
- **Dysgraphia** | A neurological condition that affects writing abilities, including handwriting, spelling, and organising thoughts on paper.
- **Tourette's Syndrome** | A neurological condition characterised by involuntary movements and vocalisations known as tics. Tics can be motor (e.g., blinking, head jerking) or vocal (e.g., throat clearing, repeating words or sounds).
- **Umbrella Term** | A broad category that includes multiple related conditions or identities. Neurodivergence is an umbrella term that encompasses various neurological differences, such as ADHD, autism, dyslexia, dyspraxia, and more.

This list isn't exhaustive, so feel free to explore and research further or ask when you come across terms you're not sure of.



Neurodivergent conditions sit on a spectrum, meaning experiences can vary widely even among people with the same condition. So also take time to get to know each person as an individual, with curiosity and an open mind.

# Team Meeting Checklist

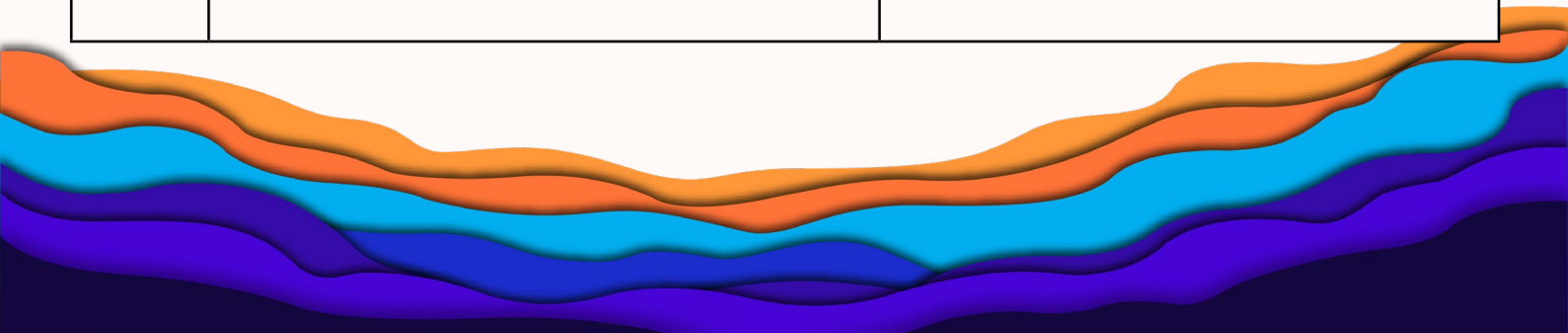
## Creating a Neuro-Inclusive Environment

This checklist is designed to enhance meeting effectiveness for all participants, but it can particularly benefit neurodivergent team members, who often face greater challenges in unstructured environments.

To create an inclusive experience for neurodivergent employees, consider implementing these adjustments:

### Before the Meeting

Tick	When you run meetings do you	Impact on ND workers
	<p><b>Clear Goals and Outcomes</b></p> <p>Define a clear purpose for the meeting (e.g., project planning, updates).</p>	Helps ND individuals focus and manage their energy better. Unclear goals can make meetings feel overwhelming.
	<p><b>Consider Alternatives</b></p> <p>Ask yourself if a meeting is necessary; could an email or video update suffice?</p>	Reduces unnecessary meetings and cognitive overload. ND individuals may particularly struggle with transitions from focused work to meetings and then back to tasks.
	<p><b>Share an Agenda</b></p> <p>Distribute an agenda in advance and stick to it.</p>	Predictability is key for many ND individuals, especially autistic and ADHD participants, it reduces anxiety and aids preparation.
	<p><b>Provide Context</b></p> <p>Ensure all team members have the necessary background information.</p>	Helps ND individuals connect new information to existing knowledge, helping them engage more effectively.



## During the Meeting

	<p><b>Manage Meeting Dynamics</b></p> <p>Encourage respectful dialogue, avoid interruptions, and prevent dominance.</p>	Supports ND individuals who may struggle with chaotic, unbalanced discussions.
	<p><b>Structured Discussions</b></p> <p>set clear expectations for how they are expected to share, e.g. round-robin or structured turn taking</p>	Helps those who struggle with interruptions or social cues. Also allows preparation.
	<p><b>Multiple Engagement Options</b></p> <p>Offer verbal and written communication options (e.g. chat)</p>	Supports different processing styles.
	<p><b>Clear Visual Aids</b></p> <p>Use simple, clear visuals to support comprehension.</p>	Reduces cognitive load and over-stimulation, whilst supporting comprehension.
	<p><b>Allow Processing Time</b></p> <p>Give extra time for responses after asking questions.</p>	Encourages thoughtful contributions from ND individuals.
	<p><b>Stick to Time Commitments</b></p> <p>e.g. don't say the group has 5 minutes left when you really mean 3</p>	Helps maintain focus and manage energy levels. Many ND individuals take time cues literally, so be specific.

## After the Meeting

	<p><b>Clear Actions and Next Steps</b></p> <p>Summarise actions and share them in writing.</p>	Aids ND individuals with working memory or organisation challenges.
	<p><b>Open Communication</b></p> <p>Indicate openness to questions during and after the meeting.</p>	Helps ND individuals who may need extra processing time for questions.

# Hacking My Motivation

## Understanding Individual Learning Styles and

This section is designed to help managers and employees understand and leverage individual learning styles and motivations. By recognising that each person learns and is motivated differently, teams can optimise productivity and job satisfaction.

**Name**

### **What Motivates Me at Work**

List 3-5 key factors (e.g., challenging projects, recognition, learning opportunities)

### **Information Processing**

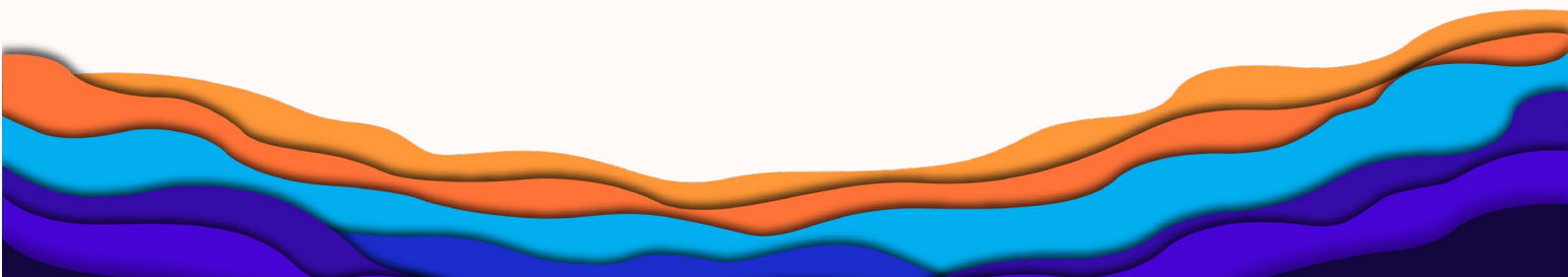
Preferred methods for receiving information (e.g., face-to-face, written, visual)

### **Communication**

The most effective methods for sharing and receiving information (e.g., email, teams, verbal, F2F and so on)

### **Meeting Efficiency**

What I need to prepare for meetings (e.g., agenda in advance, pre-reading materials) and the ideal meeting environment for my participation.



## Our Blogs

### Creating a Neuro-Inclusive Environment

For more insights and practical advice on creating a neuro-inclusive workplace, visit our blogs:

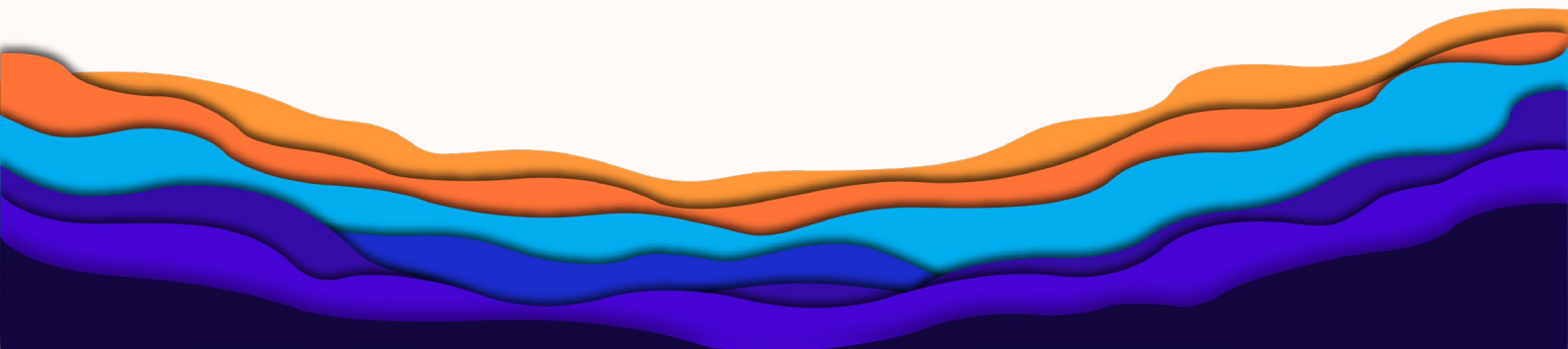


#### Walking a Mile in My Shoes: Life with ADHD and Dyslexia at Work

Take a walk in neurodivergent shoes, read for a glimpse of what it is like to work with neurodiversity from a neurodiverse GenZ worker. Trying to understand is the first step to creating inclusivity.

#### Supporting Neurodivergent Employees: A Guide for Managers

Do you want to create a more inclusive workplace? 15-20% of the workforce is neurodivergent, so you would think it would be beneficial to adapt work environments to help aid that large percent.

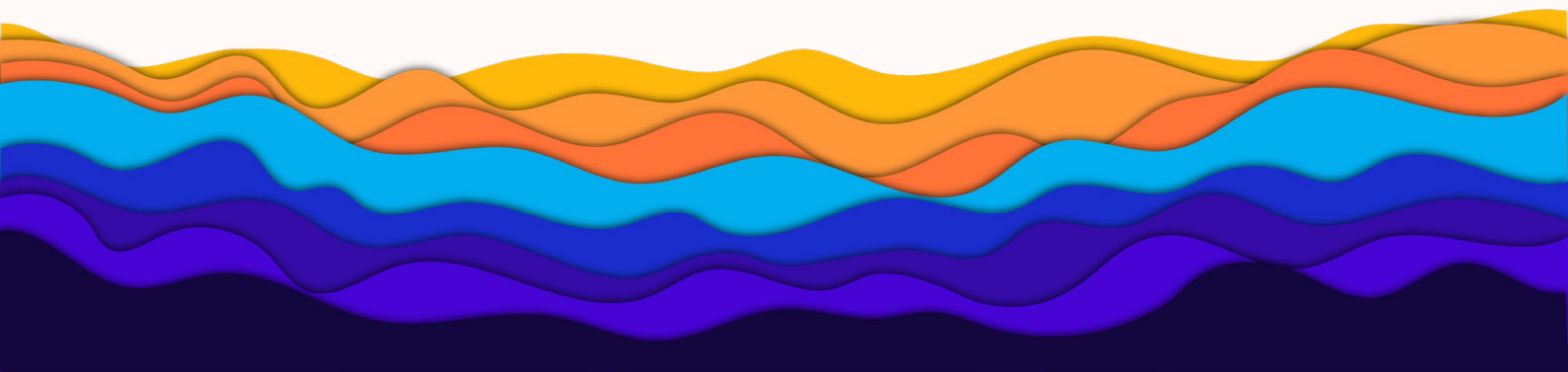


# Glossary of Helpful Websites

For further support and resources, consider these websites:

- [Neurodiversity Week: Resources for Organisations](#)
- [Dyspraxia Ireland](#)
- [British Dyslexia Association \(BDA\)](#)
- [BDA - Dyspraxia](#)
- [ADHD UK](#)
- [HFT: Resources and Guidance - Learning Difficulties](#)
- [CIPD UK - Neurodiversity](#)
- [ADHD Aware: ADHD and other Neurodivergent Conditions](#)
- [Tourettes Action UK](#)
- Harvard Health Publishing: Offers insights into neurodiversity.
- Divergents Magazine: Provides personal perspectives on neurodiversity.
- Dandelion Program: Assists in accommodating neurodiverse employees.
- Autism Acceptance Resources: Advocacy and support for autism.
- Different Brains: Resources and podcasts on neurodiversity.
- Neurodiversity Hub: Information for students, families, and employers.

Neurodiversity is an ever evolving field, and even neurodivergent people are always learning more. You don't need to become an expert overnight. Start by getting to know your team members, listening to their experiences, and discussing ways to support them.



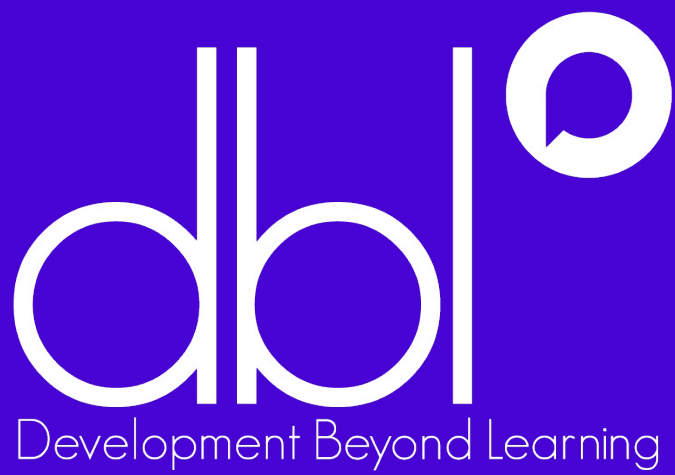
Development Beyond Learning (DBL) is an innovative, award-winning L&D partner specialising in human skills backed by behavioural science and psychology. Addressing the gap between education and modern workplace needs to equip the current and future workforce with essential human skills.

We offer manager development training, which covers skills such as Communication, Coaching and Managing Team Dynamics which are crucial in creating and supporting an inclusive work culture.

If you would like to get in touch to find out more about these courses:

[Get in Touch](#)





Development Beyond Learning