

## EDUCATE & RAISE AWARENESS

Help colleagues understand the nature of dyslexia, common difficulties faced by individuals with dyslexia, and how it may affect their work. Raise awareness about the need for empathy and support within the workplace.



## OFFER FLEXIBLE WORK ARRANGEMENTS

Provide flexible work arrangements, including flexible hours or remote work options, to accommodate any extra time needed for reading, writing, or processing information. Flexibility can reduce stress and enhance productivity for colleagues with dyslexia.



## ENCOURAGE OPEN COMMUNICATION

Foster an environment where colleagues feel comfortable discussing their dyslexia and any challenges they may encounter. Encourage open communication about their specific needs, preferred accommodations, and strategies that can help them succeed in their roles.

# SUPPORTING COLLEAGUES WITH DYSLEXIA

## TAILOR COMMUNICATION

Structure written communication and documentation in a clear, organized, and easy-to-read format. Use bullet points, headings, and visuals to enhance comprehension. Encourage colleagues to ask for summaries or additional clarification to ensure they fully understand the information provided.

## PROVIDE ACCESSIBLE RESOURCES

Ensure that colleagues have access to assistive technologies and resources tailored to support individuals with dyslexia. This may include screen readers, dyslexia-friendly fonts, speech-to-text software, or specific training on using assistive tools effectively.



## PROMOTE & SUPPORT TEAM CULTURE

Foster a team culture where colleagues support one another and work collaboratively. Emphasize the importance of understanding and respecting each other's unique strengths and challenges. Encourage patience, empathy, and proactive assistance among team members.

