

Workplace Communication Support Plan

A collaborative planning and review form for an employee and manager

Purpose

Use this template to agree practical communication arrangements that help an employee carry out their role. Complete it together, share it only with those who need to know, and review it after a trial period.

Focus on barriers and solutions

Describe the task, what makes it difficult, the employee's preferred approach and the adjustment to be trialled. Consider meetings, calls, training, customer communication and urgent messages as relevant.

Review

Discuss whether adjustments are effective, what should change and whether new duties create different needs. This is a workplace support plan, not a clinical assessment.

Personal notes / action worksheet

Employee / manager / role (optional):

Communication strengths and preferences:

Workplace tasks creating barriers:

Agreed adjustments and who will arrange them:

How urgent information will be communicated:

Confidentiality and information-sharing agreement:

Start date / review date:

Review outcome and next steps:

Further information

[ACAS - Reasonable adjustments](https://www.acas.org.uk/reasonable-adjustments) (<https://www.acas.org.uk/reasonable-adjustments>)

Information only. This resource is not a substitute for individual speech and language therapy, employment or legal advice.