

My Workplace Communication Passport

An optional personal communication profile to share with colleagues or managers

How to use this passport

Complete only the sections you want to share. You can use it to guide a conversation about communication preferences and adjustments. Keep a copy, review it when your role changes, and decide who should receive it.

Information for colleagues

Please speak to me directly, allow enough time for my response, and ask what helps rather than guessing. If something is unclear, politely ask for clarification or offer a written alternative. Do not finish my sentences unless I request it.

Agreement and privacy

Sharing this passport is voluntary. It is not a medical assessment and should not replace a conversation about reasonable adjustments. Employers should treat personal information confidentially.

Personal notes / action worksheet

Name / preferred name (optional):

My role or team (optional):

How I prefer to communicate:

Things that make communication easier:

Things that make communication harder:

When I am misunderstood, please:

Meeting / phone / presentation preferences:

Agreed adjustments and review date:

Further information

ACAS - 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.