



Requesting Employer-Supported ADHD Coaching

A practical, work-focused guide

Framing the Ask

Why ADHD Coaching Is a Professional Development Conversation

Many adults with ADHD hesitate to ask for workplace support because they worry it will be misunderstood or framed as a personal issue.

ADHD coaching is not therapy and it is not a last resort. It is a structured, skills-based form of professional development focused on improving how work gets done.

This guide helps you frame a clear, employer-facing request that focuses on performance, sustainability, and results.

This is not about explaining ADHD

This is about supporting effective work.



A 1-page Quick Reference Guide is available if you want the highlights without the deep dive.



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What ADHD Coaching Is (and Is Not)

What ADHD Coaching Focuses On

- Planning and prioritization
- Time management and task initiation
- Reducing overwhelm and decision fatigue
- Building consistency and follow-through
- Strengthening self-management skills at work

What ADHD Coaching Is Not

- Not therapy
- Not clinical treatment
- Not focused on personal history or mental health processing

ADHD coaching complements medical care but remains focused on practical, work-related skills and day-to-day execution.





[BENEFITS]

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Why Employers Often Support Coaching

Employer-Related Benefits

- Increased productivity and efficiency
- More consistent follow-through on projects
- Reduced burnout and lost work time
- Improved self-awareness and proactive problem-solving
- Stronger long-term performance sustainability

Many employers already fund leadership coaching, training, or skill development. ADHD coaching fits within the same category.



**FREE
SAMPLE**

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Email Template (Editable)

Sample Email Request

Hello [Manager's Name],

I would like to discuss a professional development support that will directly benefit my performance and effectiveness at work.

I have recently been formally diagnosed with ADHD and have been working proactively with a healthcare provider to better understand how it impacts my work. While ADHD brings strengths such as creativity, problem-solving, and adaptability, it can also affect executive functions like prioritization, task initiation, and sustained focus, particularly in high-demand roles.

I am requesting consideration for employer-supported ADHD coaching as a professional development and performance support resource. ADHD coaching is structured, goal-oriented, and focused on practical workplace skills including planning, prioritization, time management, and follow-through.

From an employer perspective, the expected benefits include improved productivity, greater consistency in execution, reduced overwhelm, and stronger long-term performance sustainability.

This type of coaching complements medical care but does not involve therapy or clinical treatment. It is typically funded through professional development or wellness resources rather than health insurance.

I am committed to continued growth in my role and see this as an investment that would help me perform at my best and deliver more consistent results. My healthcare provider supports this approach and is willing to provide documentation if helpful.

I would welcome the opportunity to discuss this further and explore whether this could be supported through professional development, training or wellness resources.

Thank you for your time and consideration.

Sincerely,
[Your Name]





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Talking Points for Live Conversations

Clear, employer-focused responses to common questions

How does this help the company?

- It supports prioritization and follow-through during high-demand periods
- It improves consistency and execution across projects
- It helps me self-manage workload more effectively, reducing last-minute bottlenecks

If they ask “Is this therapy?”

No. ADHD coaching is skills-based and work-focused, similar to leadership or performance coaching.

If they ask about cost

This is comparable to other professional development or coaching investments and is often supported through existing learning, professional development, or wellness budgets. It’s typically far lower than the expense of turnover, lost productivity, or burnout-related absences.

What kind of results should we expect?

- Improved follow-through and task completion
- Better prioritization and time management
- Reduced overwhelm during peak workload periods
- More consistent performance over time

How long does coaching typically last?

ADHD coaching is typically time-limited and goal-oriented. Many engagements run for a defined period, such as six months to a year, depending on goals and workload demands.

Why this, and why now?

This support is proactive. It is designed to strengthen performance and sustainability before burnout or performance issues arise.



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Reflection Before Sending

Clarify Your Ask

Prompts:

- What specific work challenges do you want support with?
- What would improve first if this support were approved?
- What would success at work look like six months from now?

Important Note:

You are advocating for effective work, not special treatment.

