



Lamlash Consulting provides specialist ADHD and executive-function coaching for individuals and programmes for employers. 1:1 coaching helps clients build sustainable systems for attention, planning, prioritisation, time management, working memory and emotional regulation. For organisations, we deliver neurodiversity training for managers and teams and tailored coaching plans that improve performance, retention and wellbeing. We use a structured TES/A/R methodology (Topic, Exploration, Strategy, Action, Review) to ensure sessions produce clear actions and measurable progress, operating with robust confidentiality and UK data-protection practices.

2) Services

A. 1:1 ADHD Coaching (Individuals)

- Purpose: Maximise executive function; reduce overwhelm; build tools and supports for future growth.
- Typical focus areas: attention & focus; task initiation; cognitive flexibility; planning & prioritisation; working-memory supports (externalising memory, time-blocking, routines); emotional regulation & rejection sensitivity strategies; environmental & tech aids (calendars, task systems, automations); strengths-based identity work; values-aligned goal setting.
- Delivery: 60-minute sessions, remote or in-person; weekly/fortnightly cadence using TES/A/R for in-session clarity and between-session action.
- Outputs: personalised toolkits (checklists, prompts, templates); evolving coaching plan; progress reviews via agreed metrics.

B. Neurodiversity Training for Organisations

- Purpose: educate and raise awareness of neurodiversity (with emphasis on ADHD) and equip managers/teams to create inclusive, high-performance environments.
- Indicative modules: Neurodiversity 101; Executive Function at Work; Manager's Toolkit (inclusive meetings, role design, feedback, reasonable adjustments under Equality Act 2010); Day-to-Day Tools (reducing cognitive load, task design, attention rituals, digital systems); HR & Policy Integrations (onboarding, performance reviews, flexible working, escalation pathways).
- Delivery: interactive workshops, lunch-and-learns, manager masterclasses and team refreshers with practical templates and checklists.

C. Coaching Plans for Employees (Enterprise)

- Purpose: structured, confidential coaching for identified employees; aligned with HR/OH/EAP without medicalising performance.
- Model: Discovery & triage (referral intake; role requirements; strengths & friction points) → Plan design (Individual Coaching Plan with goals, adjustments, measurement plan) → Delivery (1:1 TES/A/R sessions; light-touch manager touchpoints with consent) → Review (quarterly outcomes reports, aggregate/de-identified).
- Confidentiality & data handling per coaching agreement and UK GDPR.

3) Coaching Approach & Methodology

We use the TES/A/R framework to keep sessions focused and outcomes actionable:

- Topic (in session): establish the focus area
- Exploration (in session): uncover patterns using questions, tools and reflection
- Strategy (in session): co-create a practical plan
- Action (between sessions): small, testable steps in workplace/home
- Review (next session): reflect, measure and iterate

This cycle promotes momentum, accountability and measurable progress across sessions. We also draw on targeted questioning to cut through noise, reconnect to goals and prompt insight (e.g., smallest-first-step, strengths alignment, belief reframing).

4) Scope & Deliverables

Individuals:

- Onboarding & goal setting
- Personalised toolkit and ICP (Individual Coaching Plan)
- Between-session micro check-ins (optional)
- Progress reviews & summary notes

Organisations:

- Training sessions (slides, facilitator guide, participant handouts)
- Coaching plan templates + manager guidance
- Aggregate outcomes dashboards (non-clinical, performance-relevant)
- Recommendations for reasonable adjustments & process changes

5) Outcomes & Measurement

- Goal Attainment Scaling (GAS): collaborative goal definitions with attainment levels
- Executive-function self-assessments: pre/post ratings on attention, planning, prioritisation, working memory, emotional regulation
- Workplace metrics: task throughput, meeting follow-through, deadline adherence, handover quality
- Manager/employee feedback: pulse surveys on clarity, support and inclusivity
- Training KPIs: reach, satisfaction, behaviour change (e.g., adoption of inclusive meeting practices)

6) Service Levels (SLAs)

- Response targets for referrals and scheduling (agreed with HR/ops)
- Defined rescheduling/cancellation windows
- Secure delivery channels (video platforms, encrypted email)
- Accessible materials and reasonable adjustments

7) Data Protection, Confidentiality & Ethics (UK)

- Operate under UK GDPR and Data Protection Act 2018
- Data minimisation: only essential contact details + succinct session notes
- Security: encrypted storage; restricted access; no sharing without consent
- Rights: access/rectification/erasure requests honoured
- Retention: limited retention defined in SOW and privacy notice
- Transparency: privacy notice provided to all participants
- Consent & boundaries: coaching is non-clinical; escalation pathways agreed

8) Accessibility, Inclusion & Reasonable Adjustments

- Reduced cognitive load environment
- Sensory accommodations (lighting, sound, breaks)
- Flexible scheduling & formats
- Advice on adjustments under Equality Act 2010

9) Coach Credentials & Quality Assurance

- ADHD-specialist coaching practice
- Structured TES/A/R methodology
- Strengths-based, action-oriented sessions
- Supervision/peer review as needed
- Defined role expectations (Coaching Agreement)
- Ongoing CPD; evidence-informed tools/templates

10) Implementation (Phase-based)

- Discovery: goals, roles, constraints; agree KPIs & SLAs
- Design: coaching plans, training schedule, measurement approach
- Delivery: sessions/workshops; progress tracking; adjustments
- Review: outcomes; recommendations; iterate or scale

11) Terms (Summary)

- Coaching is collaborative and non-clinical; clients remain responsible for their decisions
- Confidentiality with defined exceptions; UK GDPR compliant
- Fees & payment terms as per SOW; cancellations/rescheduling policy agreed
- Training materials licensed for internal use only unless otherwise agreed