

## LEADERSHIP

- ∞ Strengths-based approach levels the playing field and sets everyone up for success.
- ∞ Communicate expectations clearly and consistent, including setting goals and deadlines, and providing updates and feedback.
- ∞ Be specific when sharing expectations, on behalf of yourself and for your employees.
- ∞ Be available to answer questions and provide support when needed.
- ∞ Be a role model that is proactive, follows through on requests, and is accountable for results. Employees watch their leaders to see if they match their words and actions.
- ∞ Believe in employees and combine expectations with a genuine belief that employees can and will accomplish what is expected. Meet performance concerns with curiosity.
- ∞ Have regular one-on-one check-ins to set expectations, check on progress, and evaluate needs (skill gaps, coaching opportunities, mentorship, etc.)
- ∞ Invite employee input by asking employees about what's important to them and what they need both for themselves and from their leader.

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Curiosity \* Listening \* Willingness \* Acceptance

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## Implementation of neuroinclusive best practices

### RECRUITMENT

- Represent your organization as inclusive and open to diverse employees in all platforms
- Make job advertisement and description simple and accurate
- Ask applicants what they need and be responsive to inquiries
- Provide interview questions in advance
- Give advance information about interview environment
- Standardize the interview process
- Diversify the interview committee
- Educate committee to have frame of reference for neurodivergent traits

### ONBOARDING

- Provide information about the physical work environment prior to the first day
- Create a terminology handbook
- Inquire and seek to understand individual challenges AND strengths
- Gather input on preferred communication
- Convey the organization's commitment to an inclusive culture
- Ensure confidentiality of their disability/diagnosis with leadership, relevant operations and HR

## PERFORMANCE MANAGEMENT

- Establish 1:1 relationship based on understanding and acceptance
  - Be clear and direct in communication
  - Utilize different communication channels to ensure accessibility
  - Provide regular check-ins and mentorship opportunities
  - Offer reasonable accommodations
  - Closely monitor changes in performance/remain curious
  - Identify skills gaps and implement initiatives to address them
  - Include neurodiverse employees in change planning
  - Give advance notice of changes
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## RETENTION

- Keep work environment stable and predictable (ex: meeting structure)
  - Understand what engages and motivates employees
  - Ensure culture maintains open, supportive and inclusive values
  - Advocate for employees
  - Reflect values in leadership, internal and external operations
  - Maintain a manageable scope of work
  - Acknowledge outcomes and contributions
  - Be responsive! Be flexible!
  - Meet challenges with compassion
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## PROFESSIONAL DEVELOPMENT

- Set stretching goals and projects with adequate support
  - Involve neurodiverse employees in key project teams
  - Train for growth by asking employees what they want/need
  - Provide reasonable accommodations for trainings
  - Offer Disability Awareness & Etiquette Training to all employees
  - Sponsor executive function coaching to close skill gaps
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## REASONABLE ACCOMMODATIONS - EXAMPLES

### Environmental/Sensory Support

- Noise-cancelling headphones
- Modifications to workspace
- Private workspace
- Fidget Devices/Stimulation support

### Flexibility

- Structured breaks
- Remote work
- Uninterrupted work time
- Flexible work schedule

### Communication

- Provide inclusive access (option for preferred platform to exchange and contribute)
- Adaptive comm. technology

### Executive Function Support

- Mentor support
- Time management support
- Prioritization assistance
- Deadline management
- Task breakdown
- Adjust supervisory methods
- Assistive Technologies
- Provide job/E.F. coach

### Focus on Essential Duties

- Minimize marginal functions
- Evaluate soft skill expectations
- Job restructuring
- Workflow support

**Job Accommodation Network** [askjan.org](http://askjan.org)