

## **Employers - What to do after a Workplace Needs Assessment:**

Following the receipt of the report from the Workplace Needs Assessment for your employee, you may find the following information helpful:

A Workplace Needs Assessment is designed to identify the strengths and weaknesses of your employee within their work role.

Within the report you will see:

- specific recommendations for reasonable adjustments
- aids or adaptations that will help the employee undertake their work
- ways to consider their difficulties
- how to provide support when completing work-related tasks.

Employees with Neurodiversity or a related condition are often highly loyal employees with talents that organisations need. They may face some challenges due to their condition, but in most cases, these are easily mitigated by inexpensive coping strategies.

Employers must be aware that they must, by law, implement reasonable adjustments for such employees and allow sufficient time to develop fluency with them.

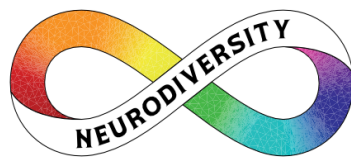
Examples of reasonable adjustments are:

- text reading software
- personal and organisational strategies
- Neurodiversity awareness training for their manager and colleagues.

It can take up to six months for the individual to become fluent in operating their reasonable adjustments. It is recommended that employers engage in an ongoing dialogue with the employee and support them.

Implementing reasonable adjustments is an evolving process, reviews are an essential part of this process to identify what is working well and areas where further support or adjustments may be required.

Reviews would typically be recommended at a minimum at 3 months and 6 months into implementing the adjustments. Employers, you should be aware that reasonable adjustments do not claim to offer the "quick fix" and may take some time to be effective. It should also be noted that should an employee's role or responsibilities change substantially, a further assessment of needs may be required.



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Within the Workplace Needs Assessment report, the recommendations will be outlined with a justification as to why they may be of help. In addition, suppliers of such reasonable adjustments will be identified, and the cost will be included. There is funding support available via the **Access to Work Scheme**.

As part of the package of reasonable adjustments, items such as coaching for the individual to develop particular skills, software, hardware, adjustments to working practises and policies, training for staff, and more, may all be included. These aim to **provide the individual with every opportunity for success**. It may therefore be possible that some general work practises and activities may need to be altered to accommodate the needs of the individual.

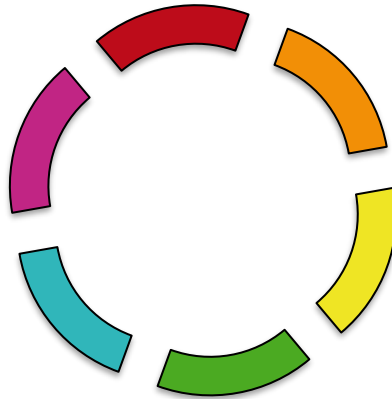
Within the report, consideration is always given to the costs of reasonable adjustments so that they remain reasonable. Each individual with Neurodiversity will have a different pattern of strengths and weaknesses so that no conclusions can be drawn relating one individual to another, and there is no one size fits all solution!

A frequent recommendation is training for staff and managers; developing a greater understanding of Neurodiversity often helps to change attitudes and the organisation's culture. Training can be vital to help assist in setting aside preconceptions about performance or behaviour and then moving forwards through mutual understanding. Any such training needs to be handled with care and sensitivity to avoid singling out the individual, and permission should be sought if it is felt that their case may be referred to in any way.



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**Contact us to find out more about how NATTC works to support neurodiverse people in the workspace:**



- **Access to Work Needs Assessment**
- **Workplace Needs and Progress Assessment**
- **Support for Applications for Access to Work Funding**
- **Sourcing and Installing Correctly Assistive Technology**
- **Expert Assistive Technology Training and Workplace Coaching**
- **Neurodiversity Awareness Training**

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