



Neuroinclusion Success Plan Workbook

Name:

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Introduction

This workbook should be used to create a success plan for anyone who identifies as neurodivergent (or similar term of their preference).

It should be used by the individual, manager and HR colleague collaboratively.

Each section includes prompt questions to enable a conversation between all parties, and to come to an understanding of the most effective ways of working and adjustments needed so the individual can thrive.

The sections include:

1. Communication
2. Meetings
3. Work environment
4. Task management
5. Collaboration, social interaction and work relationships
6. Feedback, recognition and confidence
7. Professional development
8. Wellbeing and regulation
9. Flexibility and change management
10. Sensory needs
11. Other



Communication

Questions for discussion

- Do you have any communication preferences?
- How do you prefer to receive instructions?
- How do you prefer to receive feedback?
- How do you like to be contacted? Is there anything specific I should bear in mind?
e.g. is it OK if I call you unexpectedly? Would you prefer to avoid instant messaging?
- Is there anything we can do to make verbal, written or other communication more accessible for you?

Ideas for neuroinclusive communication

Some potential strategies to consider are:

- Avoid unexpected phone calls
- Ensure all tasks are communicated via email
- Always follow up with an email after discussing something verbally
- Avoid the use of instant messaging
- Avoid dropping by my desk and asking me for a chat
- Avoid printing things on white paper

How to work best with me

Fill this box with the answers to the questions above and/or communication strategies and tools that you would like to adopt in order to thrive at work.



Meetings

Questions for discussion

- Do you prefer virtual or in person meetings? What is your preference for 121s?
- Would walking meetings be useful for you?
- Do you prefer to have your camera on or off during virtual meetings, and what are your preferences for others on the call?
- Do you have any preferences in terms of how you engage? For example, do you like to just interject with a comment, write in the chat (if online), be asked to contribute?
- Do you need to move, doodle or fiddle with something during meetings to aid focus?

Ideas for neuroinclusive meetings

Some potential strategies to consider are:

- Sharing information in advance of the meeting
- Allow cameras to be off
- Enable me to contribute via the online chat function
- Allow me to contribute after the meeting
- Allow me to move during meetings

How to work best with me

Fill this box with the answers to the questions above and/or meetings strategies and tools that you would like to adopt in order to thrive at work.





Work environment

Questions for discussion

- Is there anything about your workspace that helps you focus or makes it challenging for you to work effectively?
- Do you have any sensory sensitivities we should be aware of?
e.g. noise, lighting, temperature
- Is there any equipment or furniture that would make the work environment more accessible for you?

Ideas for neuroinclusive work environment

Some potential strategies to consider are:

- Enable me to work somewhere quiet
- Allow me to work somewhere with minimal distractions such as walkways and communal areas
- Enable me to work somewhere that the lighting is dimmed
- Use ergonomic furniture

How to work best with me

Fill this box with the answers to the questions above and/or work environment strategies and tools that you would like to adopt in order to thrive at work.





Task management

Questions for discussion

- What strategies or tools do you find most helpful for organising and prioritising your work?
- Is there anything I could do to enhance your productivity and support your task management?
e.g. breaking tasks into chunks, giving one task at a time, checking in regularly
- Do you have challenges in relation to task completion or focus?
- Are you aware of anything that helps you to stay focused and that distracts you?
- How do you currently plan your work?
- Do you find it difficult to plan your tasks and workload?
- How do you currently handle time management and meeting deadlines?
- How are your organisational skills; can we support you in any way?

Ideas for neuroinclusive task management

Some **potential strategies** to consider are:

- Break down tasks into chunks
- Regular check-ins to review task list, assess progress and discuss any challenges
- Use task management software such as Asana, Trello or Monday.com
- Use mind mapping tools, or simply pen and paper, to visualise tasks and their relationships, making complex projects more manageable
- Allocate specific time slots for focused work on particular tasks
- Set up reminders and alerts to prompt you when tasks are due
- Use the pomodoro technique which involves breaking work into focused intervals (usually 25 mins) followed by short breaks; you can use visual timers or alarms

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Task management

Some **potential strategies** for neuroinclusive task management continued:

- Schedule some time at the end of every day to plan your next day
- Plan your time by hour, or even minute, to be clear how you will spend your time
- For regular tasks, time how long they take; some people can underestimate time required so this will give an accurate view
- Try body doubling; work on a task while another person is present
- User colour coding to highlight urgent tasks, important but not urgent, and low priority tasks

How to work best with me

Fill this box with the answers to the questions above and/or task management strategies and tools that you would like to adopt in order to thrive at work.





Collaboration, social interaction and work relationships

Questions for discussion

- Are there ways we can support your collaborative efforts, such as providing additional context or clear guidelines?
- Are you comfortable with social gatherings? If not, is there anything that I can do to support you?
- How do you prefer to build working relationships?

Ideas for neuroinclusive collaboration, social interaction and work relationships

Some potential strategies to consider are:

- Provide clear information about company events and meetings to ensure I know what to expect
- Ensure events such as parties are not mandatory

How to work best with me

Fill this box with the answers to the questions above and/or collaboration, social interaction and work relationships strategies and tools that you would like to adopt in order to thrive at work.





Feedback, recognition and confidence

Questions for discussion

- What type of recognition resonates with you?
e.g. public acknowledgment, private feedback, tangible rewards
- How do you prefer to receive constructive feedback to ensure it is helpful and motivating?
- Are any of your day to day tasks impacting your self esteem?
- Are there any specific work environments or situations in which you feel more self-conscious or anxious, or where you feel more confident?

Ideas for neuroinclusive feedback and recognition

Some potential strategies to consider are:

- Provide actionable feedback in a constructive, clear and empathetic manner
- Acknowledge accomplishments and contributions regularly and consistently in order to recognise strengths alongside challenges
- Open communication in regular 121s to discuss progress and challenges
- Keep a document with accomplishments and positive feedback, to support when self esteem is low
- Ensure job expectations and responsibilities are clear as ambiguity can lead to self esteem challenges
- Create a sense of empowerment and autonomy in the role; with some control over tasks, you may feel less vulnerable to criticism
- Break down your work into manageable steps; achieving smaller goals can boost confidence and self-esteem



Feedback, recognition and confidence

How to work best with me

Fill this box with the answers to the questions above and/or feedback, recognition and confidence strategies and tools that you would like to adopt in order to thrive at work.





Professional development

Questions for discussion

- Are there any specific learning or training formats that suit your learning style best?
- How can we support your professional growth and development effectively?
- What types of projects or types of work are you most passionate about, and how could that be used to keep you motivated?

Ideas for neuroinclusive professional development

Some potential strategies to consider are:

- Meet with your manager regularly to discuss what is supporting and taking away from your ability to get excited about your work

How to work best with me

Fill this box with the answers to the questions above and/or personal development strategies and tools that you would like to adopt in order to thrive at work.





Wellbeing and regulation

Questions for discussion

- What self care practices contribute to your wellbeing, and how can we help facilitate them?
- Are there any specific stressors we should be mindful of to support your overall health?
- What signs indicate that you may be experiencing heightened stress?

Ideas for neuroinclusive wellbeing and regulation

Some potential strategies to consider are:

- Proactively add uplifting activities into your schedule (a short walk, mindfulness, reading a book)
- Write down or draw to soothe, or to express what you are finding difficult
- Listen to calming music
- Identify early signs of stress and dysregulation and keep reminders of these
- Use deep, focused breathing or relaxation imagery, or focus on calming memories or places

How to work best with me

Fill this box with the answers to the questions above and/or wellbeing and regulation strategies and tools that you would like to adopt in order to thrive at work.





Flexibility and change management

Questions for discussion

- How do you feel about adapting to unexpected or expected changes?
- Are you able to do this easily or does this present challenges for you?
- How could we support you if you find this difficult?

Ideas for flexibility and change management

Some potential strategies to consider are:

- Discuss any upcoming changes to routine, workspace etc; as much information and time to prepare as possible should be provided
- Where possible, minimise change at work

How to work best with me

Fill this box with the answers to the questions above and/or flexibility and change management strategies and tools that you would like to adopt in order to thrive at work.





Sensory needs

Questions for discussion

- Are you over or under stimulated by certain senses, and how does this impact you at work?
- How do you find bright lighting? Loud environments? Busy spaces?
- Do you need a lot of movement to stay regulated?

Ideas for sensory needs

Some potential strategies to consider are:

- Wear noise canceling headphones to reduce noise
- Work in an area away from fluorescent or bright lighting
- Ensure you are able to take movements breaks during work and in meetings over an hour
- Work in quiet spaces free from sensory overwhelm

How to work best with me

Fill this box with the answers to the questions above and/or sensory needs strategies and tools that you would like to adopt in order to thrive at work.





Other

Questions for discussion

- How do you process information best; at what speed, and what format?
- Do you have any particular strengths or challenges you would like to discuss?
e.g. maths, reading/writing, processing verbal communication, memory.
- Is there anything else you would like us to know in order to best work together?

How to work best with me

Fill this box with the answers to the questions above and/or any other strategies and tools that you would like to adopt in order to thrive at work.

