

NEURODIVERSITY SUCCESS ENABLERS GUIDE

Navigating a workplace as a neurodiverse employee can often seem exhausting or counterproductive. If you have a doctor documented diagnosis and reside in a region with Disability Accommodation regulations, you are entitled under the law to ask for reasonable accommodations to enhance your productivity at work and improve your experience. These accommodations can have a major positive impact on not only your work-life, but as well as your ability to attend to your personal life!.

But what are “reasonable accommodations”? A reasonable accommodation is any change to the selection process, the job, or the work environment that allows you to perform the essential functions of a job and enjoy equal employment opportunities.

Accommodations are considered “reasonable” if they do not create an undue hardship or a direct threat to the organization or other employees. To reduce some of the fuzziness around the idea of reasonable accommodations, we’ve created this guide to show you some common supports ND employees may request at work. This is by no means an exhaustive list, and individual policies on accommodations can vary, but it’s a great place to start!.

COMMON SUPPORTS BY CATEGORY

VISUAL SUPPORT

- Provide templates of forms or documents.
- Develop written or pictorial reminders, checklists, written schedules on post its, paper or electronic devices.
- Use a flowchart to describe the steps involved in a complicated task.
- Provide email, memos, evaluation and instructions in writing.

STRUCTURE/ORGANIZATION

- Provide clear, specific job tasks.
- Provide a structured work pattern.
- Create a flowchart of tasks that must be performed at the same time.
- Create a checklist for completing a larger task.
- Assign a new project only when a previous project is complete.
- Allow supervisor to prioritize tasks.
- Provide a "cheat sheet" of high-priority activities, projects, people, etc.
- Divide large assignments into several small tasks.
- Assign one task at a time.
- Provide step-by-step written instructions around how to accomplish a given task.
- Routinize work activities from the first day.
- Provide immediate & clear feedback.
- Assist employees in assigning priority to assignments.
- Provide timelines for completion of task.
- Provide project deadlines on a calendar.
- Other:

SENSORY

- Provide a noise cancelling headset/headphones.
- Provide sound absorption panels.
- Provide a white noise machine.
- Allow employee to work from home.
- Other:
- Minimize noise in the work environment.
- Install space enclosures (cubicle walls).
- Reduce harsh/fluorescent lighting.
- Provide private workspace.

PREPARATION

- Provide notice before changes.
- Provide advance notice of topics to be discussed in meetings.
- Other:

WORK STYLE

- Preference for meetings/1:1's to occur within a certain time frame.
- Preference for long periods of work vs. several interruptions.
- Preference to work alternative hours (i.e.: be available within a given time frame but work later at night vs. early in the morning.) "modified work schedule".
- Other:

COMMUNICATIVE

- Allow alternative forms of communication (i.e.: email, IM, text).
- Allow for written vs. verbal response.
- Allow for increased processing time.
- Other:

ANY ADDITIONAL INFORMATION

ADDITIONAL RESOURCE

The linked adjustments screener is a free 65 question quiz aimed to measure the most common workplace related strengths and struggles for Neurodiverse Adults. At the end of the assessment, you'll receive evidence-based strategies catered to your unique profile.

