



NEURODIVERSITY TOOLKITS



Neurodiversity Toolkits

As part of Lexxic's consultancy offering, our expert Business Psychologists can work with you to design a bespoke neurodiversity toolkit for your organisation, to help empower and support your neurodivergent employees in practice.

1 in 7

Did you know? 1 in 7 people are estimated to be neurodivergent (ACAS, 2016) – this is a significant proportion of your current and future workforce.

Our toolkits can be used to reach large numbers of people within your organisation at one time, and can be used in reference throughout their time working for you.

They can include a range of useful resources and tools which can be used across your organisation to support:

- Line Managers
- Neurodivergent individuals
- People professionals (such as HR and talent acquisition professionals)
- Senior leaders
- Communication teams
- And more!

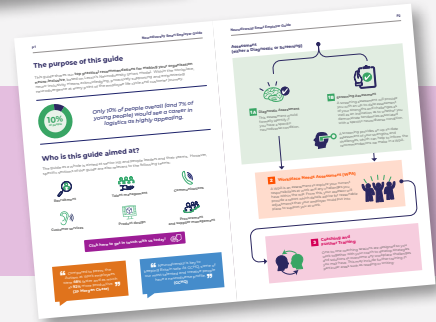


Enquire today: lexxic.com/toolkits

Our toolkits are designed to include eye-catching content, with key information that is easy to follow.



We use plenty of graphics and visuals to illustrate key points, making the toolkits engaging for all.



The design, colours and visuals can be tailored to your organisation's preferences (upon request).



Our toolkit content draws on our psychologists' professional expertise as well as lived-experience of neurodiversity. We will work closely with your relevant stakeholders, to ensure that the content and design meets your particular requirements.

What are the benefits of a neurodiversity toolkit?

Investing in a neurodiversity toolkit for your organisation has many benefits, including:



Provides guidance for individuals who may be seeking support



Designed to complement your existing policies, practices and any training you provide on neurodiversity



User-friendly information and practical advice



Supports your organisation to incorporate neuro-inclusive practices



Demonstrates your organisation's commitment to neuro-inclusion

What resources can be included in your toolkit?

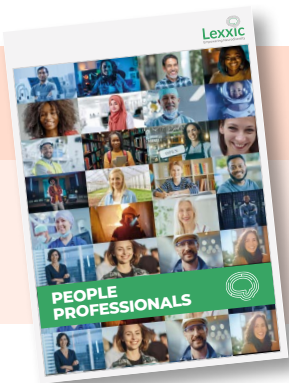
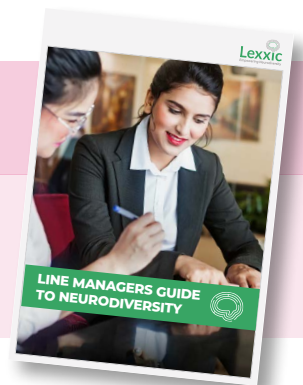
Lexxic’s toolkits draw on good practice associated with key segments from our Neurodiversity Smart Model. Take a look at the model here!



Line Managers’ guide to neurodiversity

Provides accessible and practical information to empower line managers to understand, support, develop and recruit neurodivergent team members.

FIND OUT MORE HERE



People professionals’ guide to neurodiversity

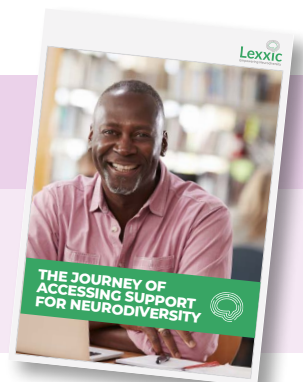
Provides practical guidance and examples of good practice on neuro-inclusive recruitment and talent management.

FIND OUT MORE HERE

The Journey of accessing support for neurodiversity

Advice on common adjustments for neurodivergent individuals, the assessment and follow-on services provided to your organisation by Lexxic, and how to access support.

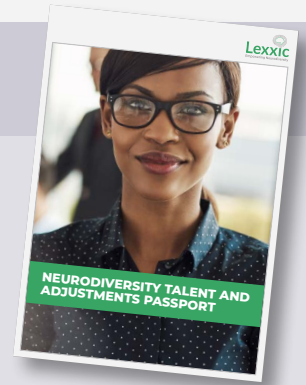
FIND OUT MORE HERE



Neurodiversity passport (and associated guidance)

The passport can be used by neurodivergent individuals and their line managers to provide a record of their key strengths, workplace challenges and any adjustments or support agreed to enable them to perform at their best. The guidance draws on examples of the adjustments and support that other neurodivergent individuals have found useful.

FIND OUT MORE HERE



Guide on neuro-inclusive communications

Practical advice on how to make your communications neuro-inclusive, both in verbal and written formats. This is relevant for everyone but particularly those producing communications for employees or customers in your organisation.

FIND OUT MORE HERE

Guide on creating a neuro-inclusive working environment

Practical guidance on designing an environment that supports neurodivergent individuals to feel comfortable at work. This guidance is tailored to the working environment of your organisation.

FIND OUT MORE HERE



Information sheets about the most common neurodifferences

Handy information sheets for anyone in your organisation explaining the neurodifference and common strengths, challenges and practical solutions for the workplace.

FIND OUT MORE HERE

For more information on each toolkit resource please see the objectives on the following page

Toolkit objectives

The toolkit will be co-branded and designed to suit your organisation's requirements, by a business psychologist who is an expert in neurodiversity.

Examples of the resources that can be included in your toolkit include:

1

Line managers' guide to neurodiversity

- What neurodiversity is, and key strengths and challenges that may be associated with a neurodifference in the workplace.
- The importance of a psychologically safe environment and how to have sensitive conversations about neurodiversity.
- The key principles of adjustments and examples of adjustments that can help address common challenges for neurodivergent individuals.
- Advice on effective feedback, a strengths-based approach to management and where to get advice if you have concerns about performance.
- Advice on recruiting and onboarding neurodivergent individuals.
- How to access support (both for neurodivergent individuals and managers).

2

People professionals' guide to neurodiversity

Recruitment:

- What neurodiversity is, the most common neurodifferences and the value neurodiversity can bring to your organisation.
- The challenges neurodivergent candidates may experience within recruitment processes.
- Practical advice on how to make job descriptions, application forms, selection processes and exercises, interviews and assessment centres more neuro-inclusive. This can include good practice examples of job descriptions/interview questions etc.
- How to onboard neurodivergent employees to set them up for success.

Talent Management:

- The importance of taking a strengths-based approach to talent management.
- The principles of effective feedback.
- Unconscious bias in performance assessment and career progression.
- Potential implications of neurodiversity for performance and how to take supportive action to address any performance concerns.
- The potential impact of neurodiversity on mental wellbeing.

Talent Management continued:

- Practical advice on how to make your learning and development activities and any associated assessments neuro-inclusive.
- Monitoring data to identify any disadvantage experienced by neurodivergent employees.

Adjustments:

- The principles of effective adjustments and an adjustments policy.
- How to empower line managers to have sensitive conversations with employees about support and adjustments.
- Process of accessing adjustments/support in your organisation.
- Legal requirements for employers associated with neurodiversity.

3**The Journey of accessing support for neurodiversity**

- The principles of effective adjustments and an adjustments policy..
- The value of adjustments passports.
- Examples of common adjustments which can help to address particular challenges that neurodivergent individuals may experience.
- Examples of assistive technology which can help address challenges with reading, writing, spelling, speech, organisation and memory.
- The process for accessing adjustments/support in your organisation.
- Assessment services that Lexxic offers for neurodiversity and the support routes.

4**Neurodiversity passport (and associated guidance)****Neurodiversity passport:**

- A guide to enable neurodivergent individuals to understand, explain and record the support that helps them to thrive at work, and any adjustments that have been agreed with their manager.
- To help an individual's line manager to understand:
 - how the individual's neurodifference affects them at work; and
 - the practical ways in which they (and in some cases the wider team) can support the individual to thrive at work.

Neurodiversity passport continued:

- To provide a starting point for discussions about adjustments and support with a future manager/colleague(s), if the individual moves to a new role.

Neurodiversity passport associated guidance:

- To help decide what information to include in the passport.
- Examples of common strengths and challenges associated with neurodiversity (this is not an exhaustive list, but may help individuals to identify characteristics that they associate with).
- Examples of what managers and/or colleagues can do to support an individual at work, such as communication methods, equipment, technology, working patterns and suggestions on other agreed adjustments.

5**Guide on neuro-inclusive communications**

- Define what is meant by neuro-inclusive communication.
- The communication challenges neurodivergent individuals may face.
- Practical guidance on neuro-inclusive practices and examples of written and verbal communication to incorporate.
- The benefit of neuro-inclusive communications for neurodivergent individuals.
- The importance of communicating inclusively across business areas for internal and external stakeholders.

6**Guide on creating a neuro-inclusive working environment**

- Outline what a neuro-inclusive environment looks like.
- The challenges that neurodivergent individuals can experience that are related to the working environment (i.e. noise, lighting, patterns, textures).
- Practical adjustments to implement that are tailored to your organisations' working environment set-up, to create a neuro-inclusive environment.
- Clear guidelines on the universal design principles for neurodiversity and the built environment.
- Guidelines on how to create a neuro-inclusive homeworking environment, to support neurodivergent individuals working from home.

7 Information sheets about the most common neurodifferences

Each information sheet will include:

- Definition of the neurodifference and key statistics reported.
- Common challenges associated with the neurodifference.
- Common strengths associated with the neurodifference, with particular examples of this in the workplace.
- Practice solutions to support the neurodifference in the workplace.

So what next?

Take the next steps in your journey to becoming a neuro-inclusive organisation!



Visit www.lexxic.com/toolkits and book a call with us to find out more.




Enquire today: lexxic.com/toolkits

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