



lexxic

adult dyslexia consultancy

Dyslexia in the Workplace for Occupational Health Professionals Workshop

**Prices from £300+vat per delegate
Tuesday 31st March 2009**

**Regent's College Conference Centre,
London NW1**

Dyslexia in the Workplace for Occupational Health Professionals Workshop

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Venue Regent's College Conference Centre, Regent's Park, London, NW1 4NS

➤ 9.30 **Registration**

➤ 9.45 **Welcome**

Welcome and introduction from
Nicola James - Occupational Psychologist

➤ 10.00 **Defining dyslexia inherent strengths and weaknesses**

- Definition of dyslexia
- Characteristics of dyslexia

➤ 10.15 **Disability discrimination act (DDA)**

- Dyslexia and the disability discrimination act and disability equality duty
- Responsibility of employers
- Reasonable adjustments

➤ 10.45 **Review of legal cases involving dyslexia in the workplace**

- Examining legal cases
- Discussion in groups on implications of legal cases in terms of working practices
- Feedback on group findings

➤ 11.15 **Coffee**

➤ 11.35 **Diagnosing dyslexia and assessments**

- Dyslexia screening tool to support OH professionals
- Dyslexia assessment
- Dyslexia workplace assessment

➤ 12.15 **Group Activity**

Review case study of dyslexic employee

➤ 12.40 **Group feedback**

Feedback on case study

➤ 13.00 **Lunch**

➤ 13.45 **Dyslexia and reasonable adjustments-pre employment**

- What is 'reasonable'?
- Pre employment Stage:
 - Disclosure
 - Recruitment and assessment activities

➤ 14.10 **Dyslexia and reasonable adjustments-post employment**

- Disclosure and confidentiality
- Reasonable adjustments:
 - Written communication
 - Verbal communication
 - Time and work planning
 - Additional working practices
- Working with human resources and the line manager

➤ 14.30 **Group activity on dyslexia and reasonable adjustments**

➤ 14.40 **Tea**

➤ 14.50 **Group activity continued**

➤ 15.00 **Group feedback**

➤ 15.15 **Integration and retention**

- Review meeting and feedback
- Support
- Awareness and understanding of best practice

➤ 15.30 **Additional support**

- Dyslexia specialist
- Best practice procedures
- Training
- Networks

➤ 15.45 **Final questions**

➤ 16.00 **End**

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Your Details

Title	First Name
Last Name	
Telephone	
Email	
Position	

Delegate

Cost per delegate:

- Private sector
£390 + VAT per delegate
- Public Sector / Not For Profit / Individuals
£300 + VAT per delegate

Organisation Details

Address

Postcode

Tel / Fax

- I have read and agree to the cancellation terms below

Do you have any requirements?

- Vegetarian Vegan Other (please specify below)

Please write below any specific requirements you may have and we will be delighted to try and help.

Book Now

Return your completed form to:

Post The Lexxic Team, Lexxic-Adult Dyslexia Consultancy, Communications House, 26 York Street, London, W1U 6PZ

Email info@lexxic.com **Telephone** 0845 643 2754

FURTHER INFORMATION

Venue

The workshop will be held at Regent's College Conference Centre, Regent's Park in Central London.

Details of the Workshop

Once your booking form has been received you will be sent further information about the arrangements and logistics for the workshop including directions. This will be sent to you at least three weeks prior to the event.

Accommodation

Additional information and instructions are sent out once the event has been booked. This contains the relevant details about obtaining accommodation within the local area for the event.

Specific Requirements

If you have any specific requirements, whether it be dietary or for a disability, please let us know and we will do our best to accommodate these. Please provide us with advance notice so that the relevant preparations can be made.

Cancellation

For cancellations we must have received this information in writing 16 days prior to the event and we will provide you with a refund of 50%. If you cancel the event any later than 16 days prior to the event no refund will be provided. However, you can nominate an alternative individual to attend in your place. If you fail to attend the event no refund is provided. In unforeseen circumstances, we reserve the right to cancel or postpone the event. If Lexxic Ltd are responsible for the cancellation of the event full refunds will be provided.

Payment

The workshop price is £390 +VAT for private sector delegates and £300+VAT for delegates from the public sector, not for profit and individuals.

The payment must be paid prior to the event unless otherwise agreed. Invoices will be sent out once booking forms have been completed.

Payment must be made:

- By cheque to Lexxic Ltd
- By BACS-Bank account name Lexxic Ltd
Bank details-HSBC Sort Code 40-02-33, account number 21588141
- Credit and Debit cards are not accepted

Your details will remain on our system and these will be used to keep you informed of future events.

Please let us know if you do not want to be kept up to date about future events being run by Lexxic Ltd.