



ADHD & Neurodiversity Workplace Awareness Training

Empowering managers and teams to understand, support, and unlock the potential of neurodiverse employees.

This immersive workshop covers the full employment lifecycle — from **inclusive recruitment** and **onboarding**, to **support**, **performance management**, **team dynamics**, and **retention**. Participants will experience realistic scenarios, engage in neurodivergent simulations, and leave with practical tools and strategies to build a truly inclusive workplace



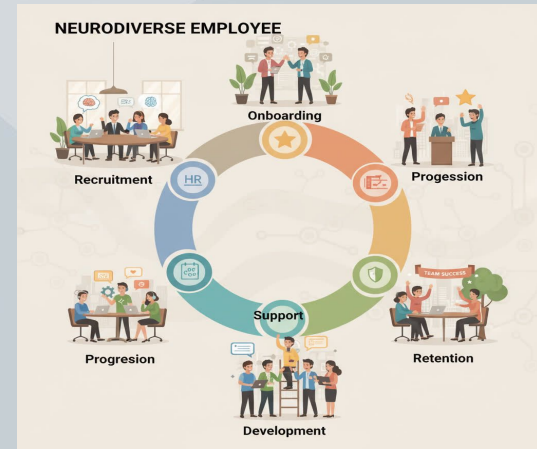


Course Purpose

Understand and support neurodiverse employees across the full employment lifecycle

Build inclusive systems that empower, not just accommodate

Strengthen leadership, retention, and innovation through neuro inclusion





What is Neurodiversity?

The natural variation in human brains and thinking styles

Includes ADHD, autism, dyslexia, dyspraxia, Tourette's, and more

Focus: strengths-based inclusion





Module 1: Inclusive Recruitment & Onboarding

Inclusive Recruitment & Onboarding

Building Fair and Accessible Entry Pathways





Why It Matters

- 76% of neurodiverse candidates hide their condition during recruitment (CIPD, 2024)
- Traditional interviews often assess confidence, not competence
- Inclusion starts before Day One





Inclusive Hiring Practices

- Clear, jargon-free job descriptions
- Offer task-based assessments over interviews
- Use multiple formats (verbal, written, visual)
- Structured questions reduce bias



Scenario: The Overlooked Candidate

Jamie applies for a role but struggles with verbal interviews despite strong experience.

→ How could the process be redesigned?



Onboarding Essentials

- Provide clear schedules and visual welcome packs
- Assign a “buddy” or peer mentor
- Share expectations early and clearly





Module 2: Supporting Neurodiverse Employees Day-to-Day

Supporting Neurodiverse Employees Day-to-Day

Creating Accessible, Productive Work Environments



Common Challenges

- Focus fluctuation, sensory overload, task switching
- Misinterpretation of behaviour as disengagement
- Masking fatigue



Workplace Adjustments

Flexible start times or focus hours

Quiet zones or noise-cancelling options

Written summaries after meetings

Time management tools & visual planners



Scenario: The Distracted Analyst

Taylor struggles to complete reports on time due to open-plan noise.

→ What simple environmental or task adjustments could help?





Manager Tools

What helps you work best?" conversations

Adjustment review every 3–6 months

Model acceptance through transparency





MODULE 3 – Performance & Development Conversation

Performance & Development Conversations

Fair, Strength-Based Appraisals



Rethinking Performance

Performance $\neq$ conformity

Evaluate outcomes, not process rigidity

Strength-based language motivates growth



Strength-Based Conversations

Celebrate, Collaborate, Commit model

Focus on what energises each person

Identify barriers together



Scenario: The High Performer with ADHD

Jamie excels in creativity but misses admin tasks.

→ How can you support reliability without losing creativity?





Giving Feedback Inclusively

Be specific, kind, and solution-focused

Avoid vague terms (“be more proactive”)

Ask: “How do you prefer to receive feedback?”



Inclusive Progression

Redefine leadership criteria

Recognise multiple career paths

Encourage mentoring and peer recognition





Module 4: Team Dynamics & Inclusive Culture

Team Dynamics & Inclusive Culture
Building Belonging and Collaboration





Understanding Neurodiverse Teams

Diverse communication and processing styles

Collaboration improves innovation by 35% (HBR, 2024)

Equity over equality: tailor support



Communication Mismatches

Typical

“Quick chat”

“Read
between
lines”

“Flexible
working”

Neurodiverse Need

Time to process

Direct clarity

Clear boundaries



Scenario: The Interrupted Meeting

Alex (ADHD) frequently interrupts brainstorm.

→ How can the manager harness energy constructively?





Inclusive Team Practices

Pre-meeting agendas

Visual collaboration tools

Multiple input formats (verbal, written, visual)

Team Inclusion Charter





Psychological Safety

Safety to speak up, fail, and be authentic

Managers model curiosity and empathy

“Safety signals” = tone, openness, respect





MODULE 5 – Managing Change & Retention

Managing Change & Retention for Neurodiverse Employees

Supporting Long-Term Inclusion

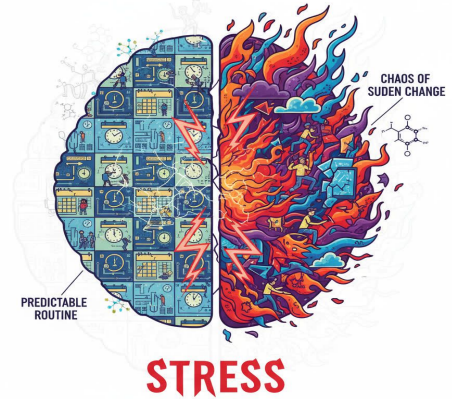


Change & the Brain

Predictability reduces stress

Sudden change triggers overload

Communicate early, clearly, and often



Scenario: The System Rollout

A fast-paced tech update confuses staff.

→ How could this be communicated inclusively?





Preventing Burnout

Regular wellbeing check-ins

Watch for signs: withdrawal, lateness, fatigue

“Energy management” > time management

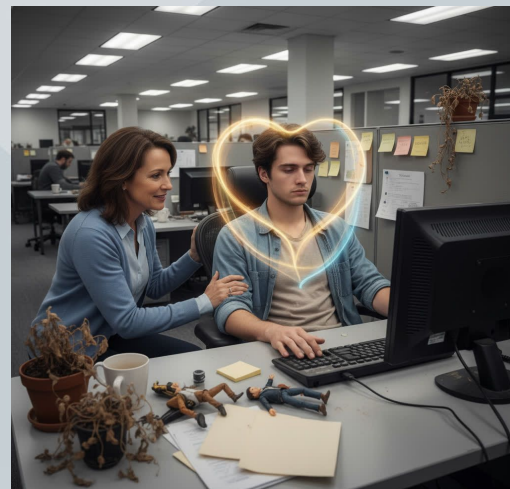




Scenario: The Exhausted Innovator

Sam (ADHD) once creative, now disengaged.

→ What's happening, and how do you intervene early?



Retention & Growth

Mentorship & sponsorship programmes

Normalise adjustments

Recognise and reward different contributions



Scenario: The Plateaued Performer

Amira (autistic) overlooked for promotion due to communication style.

→ How can growth paths be redesigned?



CLOSING & COURSE SUMMARY

Course Recap

Modules covered:

1. Inclusive Recruitment
2. Supporting Day-to-Day
3. Performance & Development
4. Team Culture
5. Retention & Change





Key Takeaways

Inclusion is proactive

Communication builds safety

Neurodiversity = innovation

Retention = real inclusion



Reflection & Next Steps

What belief have I changed?

What action will I take next week?

What conversation will I start?





Final Message

“Inclusion isn’t just policy — it’s daily practice.
Every small action creates a workplace
where every mind can thrive

