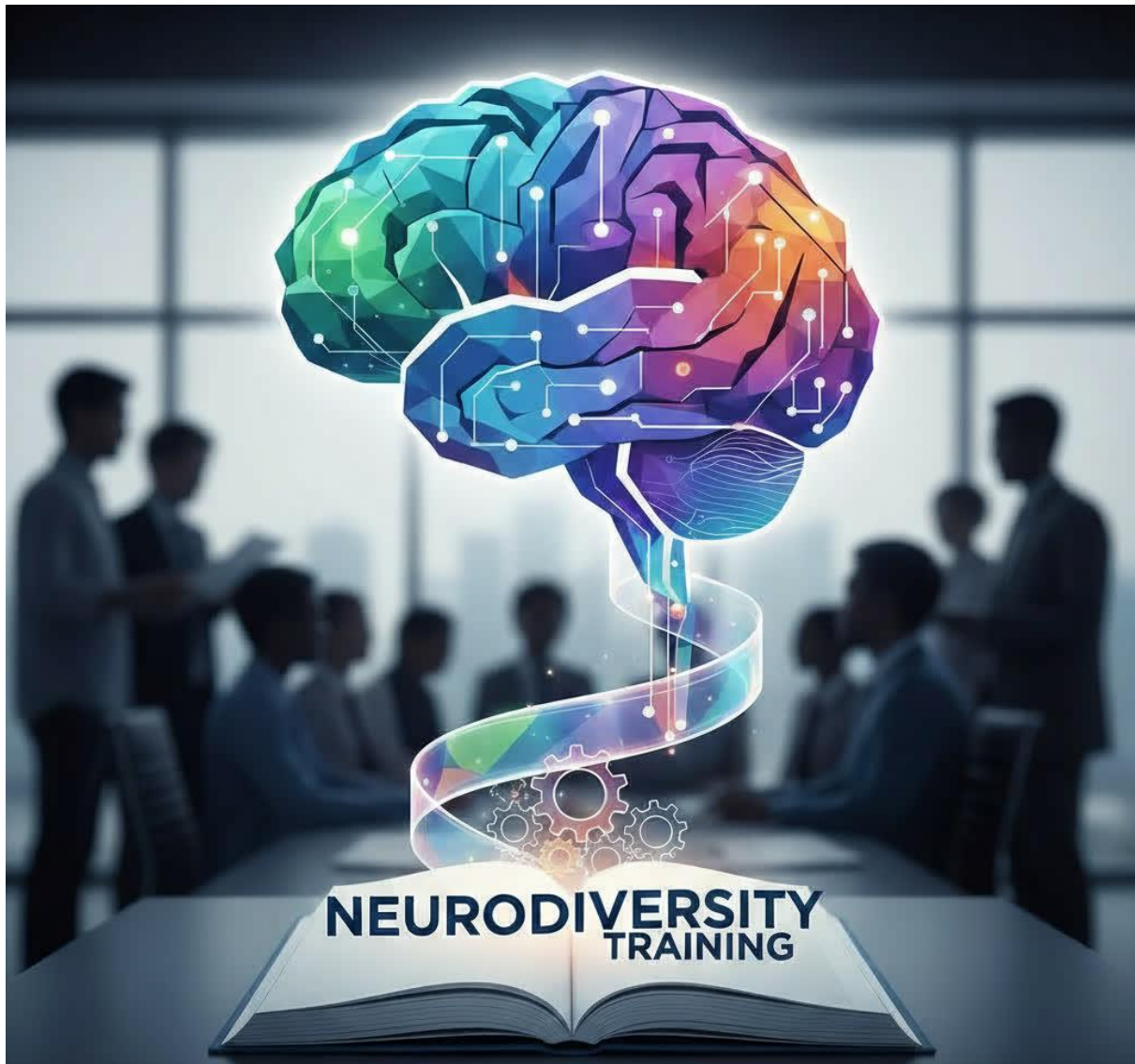




Participant Notebook – ADHD & Neurodiversity Workplace Awareness Training

Cover Page

Title: ADHD & Neurodiversity Workplace Awareness Training

Subtitle: Participant Workbook

Your Name / Organisation: _____

Date: _____

Welcome Page

Facilitator Message:

Welcome to the ADHD & Neurodiversity Workplace Awareness Training. This workbook will guide you through each module, provide exercises, and give space for personal reflection. Your participation is key — there are no right or wrong answers, only learning and discovery.

Instructions:

- Use the notebook to take notes, answer reflection questions, and record your action plans.
 - Be honest and open; your input will help create an inclusive workplace.
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Module 1 – Understanding Neurodiversity

What is Neurodiversity?

Definition:

Neurodiversity refers to the natural variation in the human brain and nervous system. It includes conditions such as ADHD, autism, dyslexia, dyspraxia, and others.

Key Statistic:

15–20% of the global population is neurodivergent.

Reflection Question:

- Think of a colleague or team member who approaches tasks differently. What strengths does this bring to the team?

Notes: _____

Module 2 – Inclusive Recruitment & Onboarding

Why Inclusive Recruitment Matters

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

Reflection Question:

- Have you witnessed situations where a candidate was overlooked due to interview format?

Notes: _____

Inclusive Hiring Practices

- Clear, jargon-free job descriptions
- Task-based assessments instead of only interviews
- Multiple communication formats (visual, verbal, written)
- Structured interview questions

Scenario: The Overlooked Candidate

Jamie struggles with verbal interviews but has strong experience.

Question: How could your recruitment process be redesigned to support Jamie?

Notes / Ideas: _____

Onboarding Essentials

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

Reflection:

- How could you improve onboarding in your workplace?

Notes: _____

Module 3 – Supporting Employees Day-to-Day

Common Challenges

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

Reflection Question:

- Which of these challenges have you observed in your workplace?

Notes: _____

Workplace Adjustments

- Flexible start times / focus hours
- Quiet zones, noise-cancelling options
- Written summaries after meetings

- Visual planners or task management tools

Scenario: The Distracted Analyst

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

Question: What environmental or task adjustments could help Taylor?

Notes: _____

Manager Tools

- “What helps you work best?” conversations
 - Adjustment review every 3–6 months
 - Model acceptance and transparency
-

Module 4 – Performance & Development Conversations

Rethinking Performance

- Performance ≠ conformity
- Evaluate outcomes, not process rigidity
- Strength-based language motivates growth

Strength-Based Conversations**Celebrate – Collaborate – Commit Model:**

1. Celebrate strengths
2. Collaborate to remove barriers
3. Commit to actions

Scenario: High Performer with ADHD

Jamie excels in creativity but misses admin tasks.

Question: How can reliability be supported without limiting creativity?

Notes: _____

Inclusive Feedback

- Be specific, kind, and solution-focused
 - Avoid vague instructions (“be more proactive”)
 - Ask: “How do you prefer to receive feedback?”
-

Module 5 – Team Dynamics & Inclusive Culture

Understanding Neurodiverse Teams

- Diverse communication and processing styles
- Collaboration improves innovation by 35% (HBR, 2024)
- Equity over equality: tailor support

Reflection Question:

- What practices in your team support diverse ways of thinking?

Notes: _____

Scenario: The Interrupted Meeting

Alex (ADHD) frequently interrupts brainstorming.

Question: How could the manager harness this energy constructively?

Notes: _____

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 6 – Managing Change & Retention

Change & the Brain

- Predictability reduces stress
- Sudden change triggers overload
- Communicate early, clearly, often

Scenario: The System Rollout

Fast-paced tech update confuses staff.

Question: How could this be communicated inclusively?

Notes: _____

Preventing Burnout

- Regular wellbeing check-ins
- Watch for withdrawal, lateness, fatigue
- Focus on energy management, not just time management

Scenario: The Exhausted Innovator

Sam (ADHD) was once creative, now disengaged.

Question: What might be happening, and how could you intervene early?

Notes: _____

Retention & Growth

- Mentorship and sponsorship programmes
- Normalise adjustments
- Recognise diverse contributions

Scenario: The Plateaued Performer

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

Question: How could growth paths be redesigned?

Notes: _____

Module 7 – Reflection & Next Steps

Reflection Prompts:

1. What belief about neurodiversity has changed today?
2. What action will you take next week to be more inclusive?
3. What conversation will you start with your team?

Action Planning Table:

Action	By When	Support Needed	Notes
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Final Message

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

Space for Personal Notes:
