

Workplace Neuro Inclusion



Workbook

November 2023



Untapped Talent

Untapped specialises in the creation, development, support, and management of neurodiversity employment programs. We have developed, through direct workplace experience over eight years, and collaborative research programs, Australia's leading body of knowledge to enable neurodivergent employees and their employers to get the best outcomes to build and sustain careers as loyal and high performing employees.

Our mission is to help organisations overcome skill shortages through building high-performing teams from groups of highly skilled individuals. We work with organisations to identify commercially compelling employment opportunities and have developed a unique and proven model to implement neurodiversity employment programs, integrating them as "business as usual".

CHANGING THE NARRATIVE ABOUT NEURODIVERSITY THROUGH AWARENESS, EDUCATION, AND ENGAGEMENT

Untapped understand that one of the key elements for success is preparing the organisation for the inclusion of neurodivergent employees. Untapped have developed and delivered hundreds of training sessions across Australia, to managers, executives, colleagues, hiring managers, HR and neurodivergent individuals. All training materials have been developed with input or review from our neurodivergent employees and is presented by a Neurodiversity Consultant who has diverse and multifaceted experience supporting, advocating for, and enabling neurodivergent employees.

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Untapped's Training modules are:

- Module 1:** Inclusive Recruitment Practices
- Module 2:** Autism & Employment
- Module 3:** Manager training
- Module 4:** Autism & Anxiety at Work
- Module 5:** Mentoring
- Module 6:** Supporting a Neurodiverse Workforce
- Module 7:** Neurodiversity 101
- Module 8:** Communication across Neurotypes

Talk to us about creating a bespoke and customised training solution tailored to your requirements.

For more information please contact: sharon.whip@untapped-talent.com or visit:
<https://www.neurodiversityhub.org/>

Neuro Inclusion Brainstorming Topics

1. **Communication** – what can we do to be more neuro-inclusive in communication?
2. **Authentically themselves/psychological safety** – what changes can be made in the workplace to allow neurodivergent colleagues to be their authentic selves/to remove the mask/to disclose?
3. **Sensory experience** – what accommodations could be made to the workplace to reduce sensory difficulties for neurodivergent colleagues at work/conferences?
4. **Teamwork/Social Connection** – what can the team do to ensure that neurodivergent colleagues are given opportunities to be active members of their team?
5. **Neurodiversity Awareness and Training** – what activities can the team participate in that will increase knowledge and awareness of neurodiversity?
6. **Growth Mindset** – how can the team and management support neurodivergent colleagues to advocate for themselves and set **their own** career goals (that are free from the expectations of others)?
7. **Reflective Practice** – how can reflecting on your communication, interaction and working styles help your neurodivergent colleagues?
8. **Your idea** – What is another important area you would like to change that is relevant to your workplace?

Communication

Examples:

- *Ongoing, open and collaborative communication about individual needs*
- *Understanding different communication preferences*
- *Regular considerate feedback*
- *Meeting agenda's*
- *Written vs Verbal information*
- *Reassurance*
- *Curious questions – if you don't know just ask*

What changes can we make in our work environment:

Our Action Plan (three actions that we are going to take to make our workplace more inclusive):

Authentically themselves/psychological safety

Examples:

- *Creating an environment where an individual is comfortable disclosing*
- *Ongoing, open and collaborative communication about needs*
- *Exploratory and curious questions “what can I do better to support you”*
- *Not needing to mask*
- *Positive strengths-based language*
- *No judgement*
- *Assume competence*
- *Validate experience*

What changes can we make in our work environment:

Our Action Plan (three actions that we are going to take to make our workplace more inclusive):

Sensory experience

Examples:

- *Conference Sensory Overwhelm (hugging, shaking hands)*
- *Travel (accommodation & food)*
- *Minimize visual, noise, smell distractions*
- *Understanding accommodations*
- *Creating a space to ask for accommodations*
- *Ensure staff know what accommodations they can ask for*

What changes can we make in our work environment:

Our Action Plan (three actions that we are going to take to make our workplace more inclusive):

Teamwork/Social Connection

Examples:

- *Opportunities to connect to the team (in a way that works for all)*
- *Always invite, don't take offence in team members choose not to attend*
- *Clear roles and responsibilities*
- *Align roles to strengths*
- *Rules and expectations around social interaction/teamwork*

What changes can we make in our work environment:

Our Action Plan (three actions that we are going to take to make our workplace more inclusive):

Neurodiversity Awareness and Training

Examples:

- *Organise regular neurodiversity training for the team*
- *Find and share helpful information about neurodiversity with the team*
- *Listen to and include 'lived experience'*
- *Be curious*

What changes can we make in our work environment:

Our Action Plan (three actions that we are going to take to make our workplace more inclusive):

Growth Mindset

Examples:

- *Promoting self-advocacy*
- *Setting individualised career goals that are free from the expectations of others*
- *Developing steps and strategies to reach goals*
- *Explaining bureaucracy*
- *Options for career progression*
- *Protocols for seeking new opportunities*

What changes can we make in our work environment:

Our Action Plan (three actions that we are going to take to make our workplace more inclusive):

Reflective Practice

Examples:

- *Acknowledge any bias ie. Could anyone be considered as less capable or unable to perform certain roles? Be aware of any personal bias and work on changing it*
- *Check for micro-aggressions. Microaggressions are the everyday, subtle, intentional – and unintentional – interactions or behaviors that communicate some sort of bias toward marginalized groups. Day-by-day, slight-by-slight, microaggressions can have a profound impact “we’re all a bit autistic”; “don’t worry about it”, “you don’t look autistic” “I was only joking” “you’re over-reacting”*
- *Assume competence*
- *Check your communication and work practices – what could you do better to be more inclusive*
- *Do any work processes unintentionally create barriers for/or exclude neurodivergent employees*

What changes can we make in our work environment:

Our Action Plan (three actions that we are going to take to make our workplace more inclusive):

Your plan/idea

Your idea – An area you would like to change that is relevant to your workplace

What changes can we make in our work environment:

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