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Reasonable Workplace Adjustment Ideas for Neurodivergent Individuals



Agenda

- Introduction
- Interpersonal Adjustments
- Communication Adjustments
- Management Adjustments
- Sensory Adjustments
- Other Adjustments
- Spoon Theory
- Positive skills
- Links



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Introduction

Who am I?

Why am I delivering and raising awareness
about this?

Overview of Reasonable/Workplace Adjustments

- Normalize Adjustments
 - Make adjustments the standard practice
 - Support a diverse range of individuals
- Foster Open Discussions
 - Encourage honest conversations about disability and people's general needs
 - Ensure colleagues feel safe to share their needs
 - Promote an inclusive and supportive environment



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Interpersonal Adjustments

Managing Accessibility and Focus

- Encourage Accessibility
 - Be available in person or on Teams
- Avoid Distractions
 - Inform others about using 'do not disturb' or 'offline' modes
- Regular rest breaks
 - Remind people that it's OK to leave the computer for a little while





Pomodoro Technique

- Clear room of clutter and distractions
- Remove items like phones and other distractions
- Follow guidelines for the technique
- Focus on work in short, timed intervals

Self-advocacy

- Workplace Passport / Planner
- Health adjustment passport - DWP
- Share with colleagues
- What works / what doesn't



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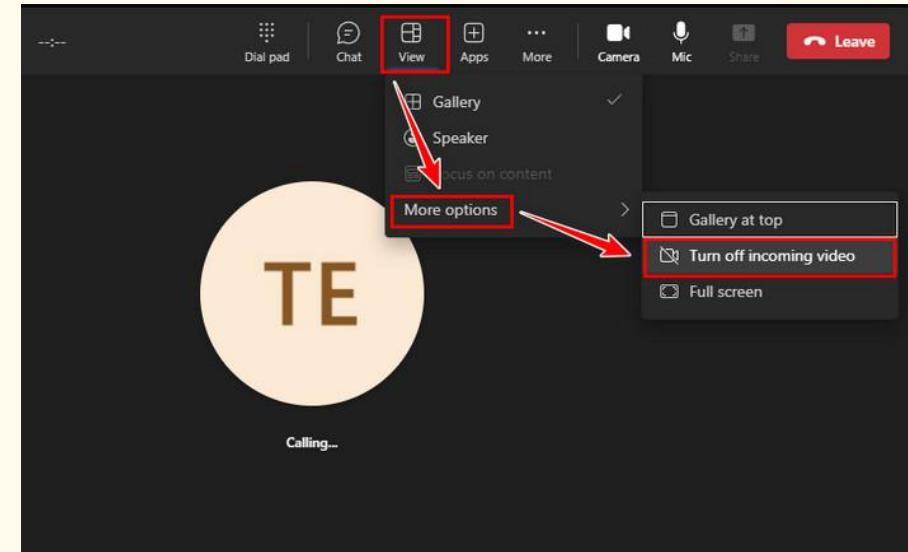


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Communication Adjustments

Microsoft Teams

- Limit the Number of Meetings
 - Request to record training sessions - allows for future reference and recap (consider permissions)
- Video Call Etiquette
 - Allow neurodivergent individuals to learn about the ability to turn off incoming videos
 - Be mindful of neurodivergent individuals who may need visual cues
 - Use captions to help with processing information



Key information

- Summarise Key Points
 - Send an email after the meeting
 - Provide confirmation of actions arising from meetings
 - Ensure key information are shared in writing following meetings
- Opting out of chairing meetings and/or note taking/writing minutes



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Can we arrange a “Quick chat?”



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- Provide Context for Quick Chats
 - Explain the purpose of the chat
 - Indicate if any preparation is needed
 - Helps in setting expectations
- Appreciate a ‘heads-up’ but context is also needed (phone calls/messages)



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Management Adjustments

Promoting Awareness and Acceptance

- Try to remember; Bluntness is not intended to be rudeness
- Find training opportunities to learn more about neurodivergence and share these opportunities with the whole team to raise awareness
- Try to ensure that training is delivered by neurodivergent people as it values the training and offers insightful lived experiences



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Informal Communication for Time Off

- Flexible Communication Methods
 - Allow contact about time off
 - Address sickness and support needs
 - Use informal methods like text or email over phone call if needed
 - Respond to confirm!
- Consider preferred Communication methods - Use email, Teams messages, or calls based on individual preferences



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'Spikey Profile'



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SPIKEY PROFILES
NEURODIVERSITY



Differing Minds



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5 minute comfort break



Other ideas...

Provide
Structure and
Routine

Allow Flexible
Working Hours

Offer Training
and Awareness
Programmes

Use Assistive
Technology /
Technology
offerings

Understand
Fidgeting and
Eye Contact

Support Small
Requests



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Sensory Adjustments

Quiet Office Environment

- Quiet areas
 - Reduce unnecessary electronic sounds in the work area e.g. photocopier, shredder etc.
- Provide Noise-Canceling Solutions
 - Allowing people to use own headphones
 - Offer noise-canceling headphones
 - Provide Loop earplugs
- Provide Natural Light and Designated Desk



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Other Adjustments

Other ideas...

Provide Workplace Coaching

Noise cancelling headphones / Loop earplugs

Ipad/ ReMarkable 2 tablet (paperlike screen protector)

Wireless / Bluetooth apparatus - headphones, keyboard, mouse

Training opportunities for colleagues and individual

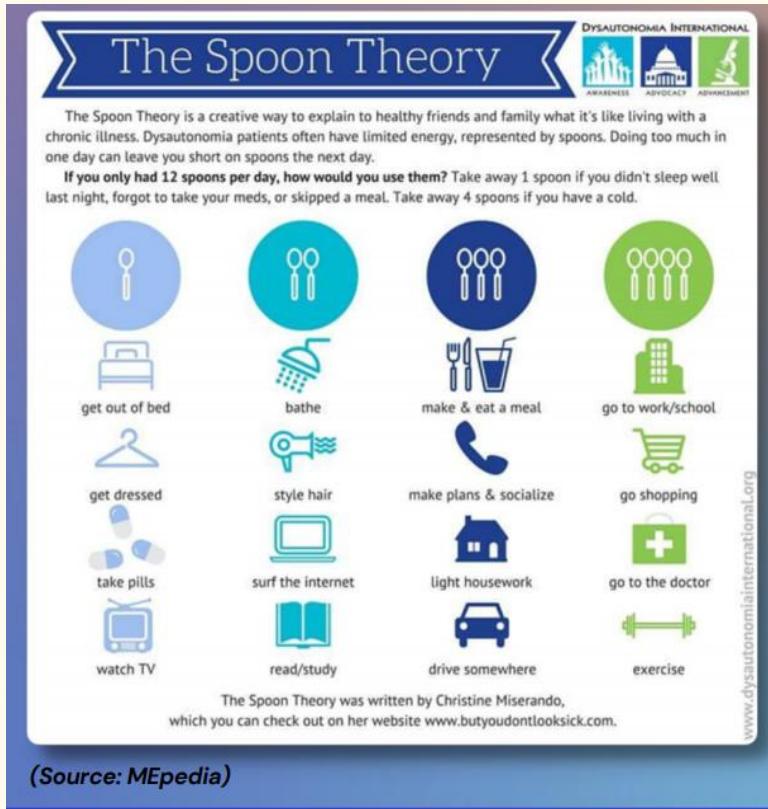
Provide Programmes to support structure/organisation e.g. MindManager / Read&Write/Copilot

Enabling people to create peer to peer support

Fidget toys / Wobble cushion



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(Source: MEpedia)



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Spoon theory

- Start your day with all your spoons (12).
- Each activity/task done costs spoons
- Spoon entitlement goes down as more tasks are done
- Once we're out of spoons, can become overwhelmed and quickly run out of energy and/or need to stop and recharge.
- Without stopping/recharging, we start using the next day's spoons and start the next day on less spoons.
- Vicious cycle - overwhelm builds quicker.
- Down time to recharge really is key. (regular short breaks!)



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Reliability and Consistency

Analytical thinking

Great problem-solving skills

Honesty

Thoroughness

Resilient

Hyper-focus, passion and courage
on topics of interest

Excellent pattern recognition skills

Contribute different and
unique ideas

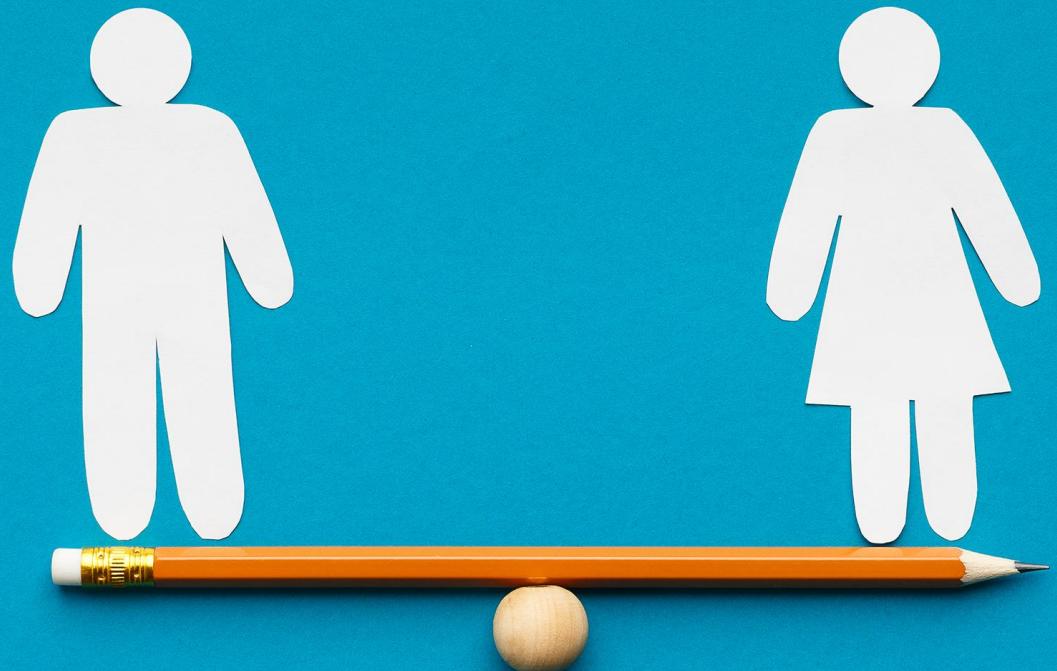
Offer different perspectives

“Having someone in the team who is neurodivergent has brought huge benefits. Vicky can be hyper-focused and is able to complete tasks at pace. With strong attention to detail, this work is always of a high standard, even when completed quickly. One further benefit that, if I’m honest, surprised me a little, is Vicky’s sense of fairness and integrity. Rules and procedures are important to Vicky to help her thrive in her work, and her commitment to integrity is a reminder to me to ensure rules are clear, transparent and adhered to.”

Jo, Manager, January 2026

Ability to see
bigger picture

Integrity



Links

- Pomodoro® Technique
 - Time management method
 - [Pomodoro® Technique - Time Management Method](#)
- Health Adjustment Passport
 - Provided by GOV.UK
 - [Health Adjustment Passport - GOV.UK](#)
- Access to Work Support
 - Support for disabled individuals or those with health conditions
 - Available through GOV.UK
 - [Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK](#)



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Any questions?

Thank you