

Summary Sheet

Workplace Reasonable Adjustments – Vicky Pownar, Business Wales, WG

Purpose of the session

To raise awareness of neurodivergence at work, normalise reasonable adjustments and provide practical, low-cost ways organisations and managers can create inclusive, supportive environments where neurodivergent people can thrive.

1. Core Principles of Reasonable Adjustments

- Adjustments should be **normalised**, not treated as exceptions
- Aim to make adjustments **standard practice**, not reactive
- Encourage **open, honest conversations** about needs
- Create psychological safety so colleagues feel able to share
- Adjustments benefit **everyone**, not only neurodivergent staff

2. Interpersonal & Focus Adjustments

- Encourage accessibility and availability (in-person or Teams)
- Reduce distractions; respect “do not disturb” and offline status
- Normalise regular rest breaks and stepping away from screens
- Support focus techniques such as the **Pomodoro Technique**
- Encourage self-advocacy via Workplace or Health Adjustment Passports

3. Communication Adjustments

- Limit unnecessary meetings where possible
- Record training sessions (with consent) for replay and processing
- Use captions and allow cameras to be off when needed
- Always summarise key points and actions in writing after meetings
- Provide context for “quick chats” so people can prepare
- Allow opting out of chairing meetings or minute-taking

4. Management Adjustments

- Understand that blunt communication is not intended as rudeness
- Invest in neurodiversity training, ideally delivered by neurodivergent people
- Offer flexible ways to communicate about time off or sickness
- Respect preferred communication methods (email, Teams, text, call)
- Provide structure, routine and clarity around expectations

5. Sensory & Environmental Adjustments

- Provide quiet spaces or quieter working areas
- Reduce unnecessary background noise (e.g. office equipment)
- Allow personal headphones; offer noise-cancelling or Loop earplugs
- Consider lighting, desk location and consistent seating where possible

6. Tools, Technology & Other Supports

- Assistive technology (e.g. mind-mapping, reading/writing tools)
- Tablets or paper-like digital note-taking options
- Fidget tools or movement supports (e.g. wobble cushions)
- Workplace coaching and peer-to-peer support
- Programmes that support organisation and structure

7. Spoon Theory (Energy Management)

- Everyone starts the day with a limited number of “spoons” (energy units)
- Tasks consume spoons; overload leads to overwhelm and burnout
- Without breaks, people borrow from the next day’s energy
- Regular short breaks and recovery time are essential, not optional

8. Strengths of Neurodivergent Colleagues

- Honesty, integrity, and strong sense of fairness
- Reliability, consistency, and attention to detail
- Excellent problem-solving, analytical thinking, and pattern recognition
- Hyper-focus, creativity, and ability to see the bigger picture
- Unique perspectives that strengthen teams and decision-making

Please see Padlet for key resources referenced in the webinar

[Addasiadau Rhesymol yn y Gweithle ar gyfer Pobl Niwrowahanol - Vicky Pownar, LG](#)
[Hyrwyddwyr Cyflogaeth Pobl Anabl Reasonable Workplace Adjustments for](#)
[Neurodivergent People - Vicky Pownar, WG Disabled People's Employment Champion](#)