Neuro NEDs

ACTION, NOT AWARENESS

Brilliance is everywhere.

The Neuro Inclusion Toolkit

Practical tools to help individuals understand how they work best and organisations remove the barriers that hold people back.

For me

Understand how you work best and identify your next step.

For my organisation

Create a workplace where different minds can perform.

CHOOSE YOUR PATHWAY INSIDE · NEURO NEDS

GETTING STARTED

Neuroinclusion starts with the person

People think, process information, communicate, focus and respond to their environment differently. Neuroinclusion means recognising those differences and removing avoidable barriers so more people can contribute and perform at their best.

It is not about creating one perfect way of working or making assumptions based on a diagnosis. It is about understanding the person, the environment and what helps.

This Toolkit is designed to help you move from understanding to action. You do not need to read every page - choose the pathway that best matches what you want to change today.

A note on language

Neurodiversity describes the natural variation between human minds. Neurodivergent is commonly used by people whose thinking, learning, attention, communication or sensory processing differs from what society often treats as typical.

Language is personal. Listen to how each person describes themselves.

Three principles to carry with you

01

Start with the person

Not assumptions about a diagnosis.

02

Look at the environment

And the way work is designed, not only the individual.

03

Agree, test, review

Agree practical changes, test them and review what actually helps.

This Toolkit offers practical guidance, not medical, diagnostic or legal advice. Where appropriate, use qualified professional or legal support.

TWO PATHWAYS

Choose your pathway

Start with the route that feels most useful. You can return to the other pathway at any time.

For me

I want to understand how I work best, recognise barriers and communicate what may help.

YOU WILL LEAVE WITH

- → A clearer picture of how you work best
- → A map of your strengths and barriers
- → Language for support conversations
- → A practical personal action plan

After this pathway, complete your Individual NIIT and continue your journey through the Neuro NEDs community.

For my organisation

I want to make work, management and organisational practices more neuroinclusive.

YOU WILL LEAVE WITH

- → A clearer view of avoidable workplace barriers
- → Practical actions for managers
- → Principles for making support easier to access
- → A focused first 30-day plan

After this pathway, join the Charter and explore the Corporate NIIT when you are ready for a deeper organisational assessment.

A shared responsibility

Individuals can build self-understanding and communicate what helps. Organisations still carry responsibility for fair systems, inclusive management and appropriate support. Neuroinclusion works best when neither side is expected to solve everything alone.

PATHWAY ONE · FOR ME

Understand how you work best

Your performance is not fixed. It changes with context.

You may thrive when priorities are clear and you have uninterrupted time, then find the same work much harder when instructions are vague or interruptions are constant. The aim is not to judge or label yourself - it is to notice the conditions that help or hinder you.

Your working-style snapshot

Think about a recent day when work went well and a recent day when it felt much harder. Complete the prompts using what you actually noticed.

YOUR TURN - ALLOW 5 MINUTES

Complete the blank fields using your own experience. Short phrases are enough. There are no right answers.

Think about	What helps me	What creates friction
Example: Starting tasks	*A clear first step and written priority.*	*A vague brief and several competing requests.*
Starting tasks		
Maintaining focus		
Planning and priorities		
Communication		
Meetings		
Sensory environment		
Changes and interruptions		
Energy and recovery		

Your first insight

Which two conditions most consistently help you do good work? Which two barriers cost you the most energy or performance? Highlight these in your completed table or capture them in your own notes.

PATHWAY ONE · FOR ME

Recognise your strengths and pressure signals

Neurodivergent experience is not a list of difficulties. The same way of thinking can create real value in one context and friction in another - for example, deep focus can produce exceptional work when the priority is clear, but make constant task-switching especially disruptive. Capture both sides of your experience.

YOUR TURN - ALLOW 5 MINUTES

Describe how each area can create value for you and what conditions can reduce or block that strength. Use only the rows that feel relevant.

Area	How this can be a strength for me	What can reduce or block it
Example: Ideas and problem-solving	*I see connections and generate options quickly.*	*Switching immediately into detailed delivery without time to organise my thinking.*
Ideas and problem-solving		
Detail and quality		
Relationships and communication		
Pace and urgency		
Routine and consistency		
Learning and memory		

Pressure signs

? What changes first when pressure is building: focus, sleep, communication, emotional regulation, confidence or energy?

? What do other people sometimes notice before you do?

? What helps you recover before the situation becomes overwhelming?

Pressure is information

Recognising your early warning signs is not an admission of failure. It gives you the chance to respond before pressure significantly affects your health, confidence or performance.

Prompt	My response
My earliest warning sign is…	
The most useful response at that point is…	

PATHWAY ONE · FOR ME

Turn insight into a practical request

You do not need perfect words, a diagnosis or an exact solution before starting a conversation. Begin by describing what is happening, how it affects you and what might help. A clear request makes it easier to explore options together, but you should not be expected to solve the barrier alone. You do not need to disclose every personal detail to explain what would help.

A simple structure

When [situation] happens

I find [impact or barrier].

It would help if we could try

[practical change].

Could we test this

until [date] and then review what is working?

Examples

Barrier	A practical way to explain it
Competing verbal instructions	When several priorities are given verbally, I can lose the order. A short written summary would help me deliver the right things first.
Unstructured meetings	I contribute better when I can prepare. Could agendas and decisions be shared in writing?
Frequent interruptions	Repeated switching slows me down. Could we agree protected focus blocks for complex work?
Unexpected change	I can adapt more effectively when I understand what has changed and what now takes priority.
Sensory distraction	Noise makes sustained focus difficult. Could we test a quieter location or headphones for concentration work?

YOUR TURN - ALLOW 3 MINUTES

Use the four prompts to prepare your own words. Brief notes are enough to get started.

Prompt	My response
The situation or barrier	
The effect on my work or wellbeing	
The change I would like to explore	
When we could review it	

PATHWAY ONE · FOR ME

Prepare for a conversation about support

You might be discussing working preferences, practical support or a formal reasonable-adjustment request. The aim is not to prove that you are struggling enough - it is to explain the barrier, explore options and agree what happens next.

Before the conversation

- → Choose the two or three barriers that matter most. You do not have to explain everything at once.
- → Bring examples of when the barrier appears and what impact it has.
- → Suggest practical options, while staying open to alternatives.
- → Decide what you are comfortable sharing and who should know.
- → If helpful, ask for the questions or purpose of the meeting in advance.
- → Check whether you would find it helpful to bring a colleague, representative or another appropriate person.
- → Ask how the agreement will be recorded, implemented and reviewed.

Opening the conversation

> *"I want to talk about a few practical changes that could help me work more consistently. Can we look at the barriers, possible options and how we would review what works?"*

Questions you can use

What options are available within my role and team? Who needs to be involved in agreeing or arranging this? How will my information be kept appropriately confidential? Can we record what we agree and set a review date?

Afterwards

Send or request a short written summary of what was agreed, who owns each action and when it will be reviewed. If no decision was made, confirm the next step and the date by which someone will come back to you. If the agreed support does not happen or does not help, raise it again.

PATHWAY ONE · FOR ME

Practical changes to explore

The ideas below are starting points, not a universal adjustment menu. Some are simply better ways of working; others may form part of an individual reasonable adjustment. What helps one person may create difficulty for another - start with the barrier, discuss the options and agree what is appropriate for the person, role and workplace.

Area	Options to discuss
Clarity	Written priorities; examples of expected output; explicit deadlines; clear ownership; fewer implied instructions.
Focus	Protected concentration time; fewer notifications; quieter space; permission to use headphones; reduced switching.
Planning	Visible task board; staged deadlines; regular prioritisation check; reminders; breaking complex work into steps.
Communication	Written follow-up; direct language; time to process questions; agreed channel for urgent work.
Meetings	Agenda in advance; clear purpose; optional camera use where appropriate; written decisions and actions.
Environment	Seating choice; lighting adjustments; remote or hybrid options where workable; predictable workspace.
Energy	Flexible breaks; adjusted start or finish times where workable; recovery time after intense activity.
Change	Early notice; explanation of what is changing; transition plan; confirmation of new priorities.

Select one or two changes most closely connected to the barrier. Agree what will happen, who is responsible and what improvement you hope to see. Test the changes for a realistic period and review them together. Where a change affects working arrangements, expectations or workplace policy, agree it with the appropriate person rather than trying to implement it alone.

PATHWAY ONE · FOR ME

Your personal action plan

Look back at what you have noticed about your working patterns, strengths, barriers and support needs. Choose no more than three priorities.

YOUR TURN - ALLOW 5 MINUTES

For each priority, record the smallest useful first action, who could help and when you will review progress.

My priority	First action	Who can help	Review date
Example: Reduce confusion when priorities change.	*Ask my manager to confirm the new order in writing.*	*My manager.*	*After two weeks.*
1.			
2.			
3.			

DISCOVER WHAT HELPS YOU PERFORM AT YOUR BEST

Complete the free Individual Neuro Inclusion Impact Tool (NIIT) to explore your strengths, barriers, support needs and priorities in greater depth, then continue your journey through the Neuro NEDs community.

PATHWAY TWO · FOR MY ORGANISATION

Create a workplace where different minds can perform

This pathway is for managers, senior leaders, HR and inclusion professionals, and anyone able to influence how work is designed or experienced. Neuroinclusion becomes real through everyday decisions: how work is communicated, organised, measured and supported. Awareness matters, but it does not remove a barrier on its own.

What active neuroinclusion looks like

- → People can raise barriers and ask for support without unnecessary fear or friction.
- → Managers have practical guidance, authority and somewhere to seek advice.
- → Recruitment and progression assess relevant capability, not conformity to one communication style.
- → Work is designed with clarity, flexibility and different processing needs in mind.
- → Adjustments are implemented, recorded appropriately and reviewed.
- → Senior leaders own priorities and review whether action is changing experience.

The shift

Move from asking

"What is wrong with this person?"

To asking

"What barrier is present, what outcome is needed and what could we change?"

Start proportionately

A small organisation and a large employer will not use identical processes. Both can listen, remove avoidable barriers, make support easier to access, equip managers and hold themselves accountable.

You do not need to begin with a major programme. Start with one barrier, one owner and one practical action you can review.

PATHWAY TWO · FOR MY ORGANISATION

Run a rapid barrier scan

Use this scan with a team, working group or leadership group to identify where everyday practice may depend on unwritten rules, unnecessary ambiguity or one preferred way of working. Do not answer only by looking at policies or intended processes - ask what actually happens in practice and involve people who experience the systems being reviewed, without pressuring anyone to disclose a diagnosis.

YOUR TURN - ALLOW 10 MINUTES

Discuss each area using what happens in practice, then mark Now, Next or Later. Do not try to solve every issue during the scan. **Example:** if important actions are regularly lost after meetings and this affects several teams, mark Communication: Now.

Area	Questions to ask	Priority
Recruitment	Are instructions, selection criteria and interview expectations clear and relevant to the role?	
Onboarding	Are priorities, contacts, systems and unwritten expectations made explicit?	
Communication	Are important decisions and actions available in clear written form?	
Meetings	Do people know the purpose, how to prepare and what was agreed?	
Work design	Can people focus, plan and manage energy without avoidable friction?	
Performance	Are expectations specific, evidence-based and separated from style preferences?	
Support	Is it clear how to request help, who decides and what happens next?	
Progression	Could informal networks or narrow ideas of leadership exclude capable people?	

Set the priority

Now

A significant or repeated barrier needing early action.

Next

Important, but not the immediate priority.

Later

Worth reviewing after the more significant barriers.

PATHWAY TWO · FOR MY ORGANISATION

Agree your first priority

Agree one initial priority and record why you chose it.

Prompt	Our response
Our first organisational priority is…	
We chose it because…	

Everyday actions for managers

Managers do not need to diagnose people or become clinicians. They need to listen, clarify outcomes, respond consistently, involve appropriate support and follow through.

Instead of	Try
Assuming silence means understanding	Summarise the priority, owner and deadline clearly in writing, then invite questions or corrections.
Giving several verbal actions at once	Confirm the order, owner and deadline in writing.
Calling one style "professional"	Define the behaviour or outcome that the role genuinely requires.
Waiting for a diagnosis	Discuss the barrier and what practical support might help now.
Agreeing support informally and forgetting it	Record the agreement, protect confidentiality and set a review date.
Treating inconsistency as lack of effort	Explore patterns, context, workload and clarity before reaching a conclusion.

A useful manager conversation

01
Listen
What is happening, and when?

02
Clarify
What impact is it having on the work or person?

03
Explore
What options might remove or reduce the barrier?

04
Agree
What will be tried, by whom and from when?

05
Review
What changed, and what needs adjusting?

If the decision is outside your authority

Explain what needs to happen next, who must be involved and when the employee can expect an update. Stay responsible for helping the request move forward rather than simply directing the person elsewhere. Managers do not need to have every answer - they do need to listen, act within their role and follow through.

PATHWAY TWO · FOR MY ORGANISATION

Make support easier to access

> **PRINCIPLE**
>
> The process for accessing support should not become another barrier.

If the route is unclear, slow, overly medicalised or requires someone to repeatedly explain their needs, people may disengage before useful support is put in place. Make the route clear, respectful and proportionate.

Good practice principles

- → Publish a clear route for requesting support and explain what will happen next.
- → Set clear and realistic response times so people know when they can expect an update.
- → Give the employee a clear point of contact, rather than requiring them to navigate several disconnected teams.
- → Focus on functional barriers and individual needs, not assumptions based on labels.
- → Do not require medical detail that is unnecessary for the support being considered.
- → Offer different ways to communicate, including time to respond in writing.
- → Explain confidentiality and only share information appropriately.
- → Avoid making the employee repeatedly retell the same story.
- → Confirm agreed changes, owners and review dates.
- → Check that support has actually been implemented and remains useful.

Legal context

Under UK law, employers must make reasonable adjustments where the legal duty applies so disabled workers are not placed at a substantial disadvantage. Not every neurodivergent person will meet the Equality Act definition of disability, and this Toolkit is not legal advice. Inclusive practice can still remove barriers before a formal legal process becomes necessary.

A fair decision

If a requested option cannot be agreed, explain why, explore workable alternatives and record the next step. "No" should not end the conversation where another reasonable response may remove or reduce the barrier.

PATHWAY TWO · FOR MY ORGANISATION

Review systems, not just individuals

Repeated individual requests may reveal a wider design problem. Use what you learn, without exposing personal information, to improve the default experience for others.

Signal	Possible system question
People repeatedly ask for written instructions	Are priorities and decisions routinely captured clearly?
New starters struggle with unwritten expectations	Does onboarding explain how work actually happens?
Adjustments stall with individual managers	Do managers have authority, guidance and escalation support?
Performance concerns increase during change	Are new priorities, roles and decision rights explicit?
Recruitment produces a narrow candidate profile	Are selection methods testing relevant capability or preferred presentation style?
Employees avoid requesting support	Is the process trusted, visible, proportionate and confidential?

Look for the repeated pattern

What could we change once, as part of our normal way of working, to remove this barrier for more people? This does not mean sharing personal information or assuming everyone needs the same thing - use themes and patterns to improve the default experience.

Universal design, individual response

Clearer communication, predictable processes and flexible ways to engage can help many people. Improving the default experience can reduce the number of barriers people face and the effort required to request support. It does not remove the need to understand individual circumstances or provide appropriate individual adjustments.

YOUR TURN - ALLOW 2 MINUTES

Choose one repeated source of friction that could be improved through a better default practice.

Prompt	Our response
One default practice we could improve is…	

PATHWAY TWO · FOR MY ORGANISATION

Your first 30 days

Use the first priority identified through your barrier scan. Choose an action that is visible enough to matter and focused enough to complete or meaningfully progress within 30 days.

YOUR TURN - ALLOW 10 MINUTES

Complete the ownership fields, then agree who owns each weekly action and what evidence will show it is done. Review the plan together at the end of 30 days.

Plan details	Our response
Priority	
Senior sponsor	
Day-to-day owner	
Review date	

Wk	Action	Owner	Done when
1	Listen to a representative group and validate the barrier.		
2	Agree the practical change that will be tested.		
3	Equip managers or relevant teams to support the change.		
4	Review early feedback and decide what happens next.		

Keep the measure simple

- → Did we complete the action we committed to?
- → Did the intended people experience the change?
- → What evidence or feedback suggests it helped?
- → What needs to happen next?

Do not wait for perfect

A credible first action with named ownership and a review date is more valuable than a large strategy that never reaches everyday work.

MOVE FROM INTENT TO ACCOUNTABLE PROGRESS

Join the Charter

The Neuro NEDs Charter for Neuroinclusive Performance gives organisations a clear, accessible way to turn intent into accountable progress.

The five commitments

1. Listen and create psychological safety.
2. Remove avoidable barriers.
3. Make support easier to access.
4. Equip managers to act.
5. Lead, measure and improve.

THE COMMITMENT

Five commitments. One senior sponsor. One practical action. One annual review.

Your next step

01

Register

Accept the five commitments and register your organisation. This should take around two minutes.

02

Activate within 30 days

Name your senior sponsor and day-to-day contact, then select your first practical action and target date.

03

Review annually

Complete a light progress review, reflect on what changed and select your next priority.

JOIN THE CHARTER NOW

Visit neuroinclusioncharter.org to register. Joining the Charter does not require your organisation to purchase a Neuro NEDs service - the Corporate NIIT and further support are available when you want to go deeper. Signing represents a commitment to progress; it is not accreditation, certification, legal assurance or confirmation that an organisation is already fully neuroinclusive.

GO DEEPER

Understand where your organisation stands

The Charter establishes commitment. The Corporate Neuro Inclusion Impact Tool (NIIT) provides a structured assessment of where your organisation is performing well, where friction exists and what should be prioritised next.

Six pillars of neuroinclusive performance

01
Leadership accountability

02
Manager capability

03
Adjustments in practice

04
Work design

05
Psychological safety

06
Measurement and follow-through

What your organisation receives

- → A structured maturity view across the six pillars.
- → A heat map showing areas of strength and friction.
- → Clear organisational priorities.
- → A practical, prioritised action roadmap.
- → A stronger basis for leadership review and follow-through.

Charter or Corporate NIIT?

Join the Charter

When you are ready to make a visible commitment and take your first accountable action.

Contact Neuro NEDs

When you want a deeper assessment, clearer priorities and a structured roadmap for progress.

Visit www.neuroneds.com/organisations.html to book a discovery call and explore the Corporate NIIT.

SOURCES AND FURTHER GUIDANCE

About this Toolkit

This Toolkit is informed by established UK workplace guidance and the Neuro NEDs action-led approach. It intentionally avoids condition-by-condition stereotypes and focuses on barriers, individual needs, practical action and review.

Key external sources

- → Acas - Adjustments for neurodiversity
- → CIPD - Neuroinclusion at work
- → GOV.UK - Reasonable adjustments for disabled workers
- → Equality Act 2010, Section 20 - duty to make reasonable adjustments
- → Business Disability Forum - Neurodiversity Toolkit

About Neuro NEDs

Neuro NEDs helps people understand how they work best and helps organisations turn neuroinclusion into practical, measurable action. Through the Neuro Inclusion Impact Tools, community, Charter, training and implementation support, we help move neuroinclusion from good intention into everyday practice.

Developed by Neuro NEDs · www.neuroneds.com · info@neuroneds.com

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