

Neurodiverse Adventures Work Needs Assessment Guide

Your Role Overview

Describe your job title, key responsibilities, working hours, and work environment (remote, hybrid, in-office).

Your Communication Preferences

How do you prefer to give and receive information in the workplace?

- ☐ I prefer written communication (email, chat)
- ☐ I prefer verbal conversations (calls, face-to-face, Zoom or Teams)
- ☐ I need time to process information before responding
- ☐ I benefit from follow-up summaries or meeting notes
- ☐ I prefer structured agendas and questions in advance

Checklist: Possible Barriers and Needs

Tick any that apply to you. These reflect common challenges among Autistic, ADHD, Dyslexic, Dyscalculic, and physically disabled people.

- ☐ Executive functioning challenges (starting, planning, switching tasks)
- ☐ Sensory sensitivities (noise, lights, clothing, smells)
- ☐ Auditory processing difficulties or trouble with verbal instructions
- ☐ Reading challenges or visual stress from screens/text
- ☐ Spelling and grammar difficulties (linked to Dyslexia)
- ☐ Maths or number processing difficulties (linked to Dyscalculia)
- ☐ Physical pain, fatigue, or mobility barriers
- ☐ Joint hypermobility or posture issues (linked to hEDS or other co-occurring needs)
- ☐ Fatigue from social interaction or masking
- ☐ Needing more time to process or respond
- ☐ Overwhelm in meetings or busy environments
- ☐ Memory difficulties or time blindness
- ☐ Burnout or emotional exhaustion from work demands

Identify Your Key Strengths

Recognising strengths can help you advocate for support and show what environments help you thrive.

- ☐ Creative or visual thinking
- ☐ Deep focus and passion for subjects of interest
- ☐ Innovative or non-linear problem-solving
- ☐ Emotional intelligence or sensitivity to others
- ☐ Honesty, integrity, and high ethical standards
- ☐ Pattern recognition or logical analysis
- ☐ Adaptability and resilience
- ☐ Ability to work well independently
- ☐ Great attention to detail
- ☐ Strong memory for niche or technical topics

Please add any other key strengths here, remember transferable skills you have used previously.

Possible Adjustments and Recommendations

Use this list to explore ideas to bring to your Access to Work assessment or employer.

- - Voice-to-text software
- - Text-to-speech or dyslexia support tools
- - Quiet or low-stimulus workspace / noise-cancelling headphones
- - Flexible scheduling or remote/hybrid working
- - Ergonomic chair, keyboard, sit/stand desk, or footrest
- - Visual aids like mind maps or planners
- - Time-management tools and reminders
- - Coaching, mentoring, or workplace buddy systems
- - Meeting notes sent in advance or recorded
- - Clear, literal communication and expectations
- - Reminders to eat, drink and take breaks
- - Open and safe spaces to share needs, progress and check-ins

Your Notes or Specific Needs

Write anything important you want to mention in your workplace or Access to Work assessment. If you would like a more detailed assessment guide, please feel free to book a coaching session at Neurodiverse Adventures. They would be happy to help you understand your needs and accommodations.