

Workplace Assessment Best Practice: Enabling Successful Performance

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Best practice includes ND

Awareness Training for

managers & for their teams

AND Awareness Training across departments and organisations - if we are to have effective and productive workplaces



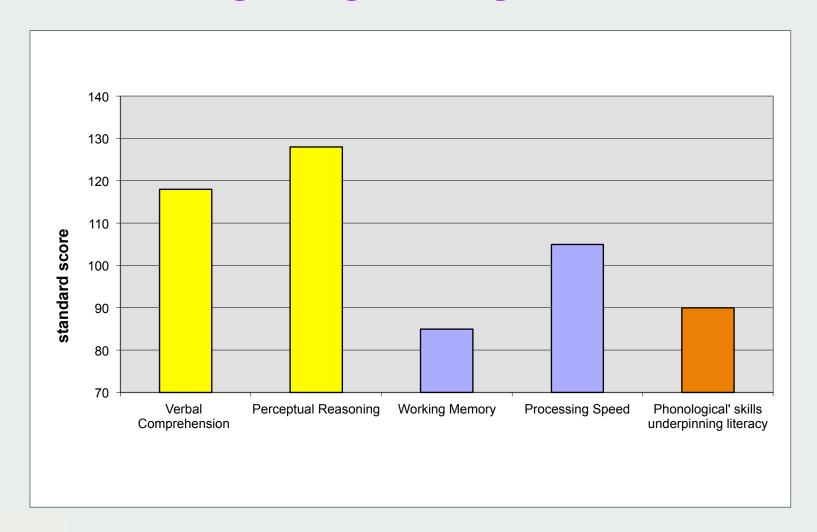
Manager awareness essential



Adjustments enable successful performance



Understanding strengths – huge confidence boost





Highlight strengths – make use of them!



- ✓ Resourceful & creative
- ✓ Good with people
- ✓ Good communication skills
- ✓ Good with ideas and innovative thinking
- ✓ Good problem solving skills
- ✓ Ability to find alternate paths to overcome obstacles
- ✓ Practical, hands-on skills
- Determined & work long hours



Business culture

Security and other specialist issues

Performance

Diagnostic assessment

measures

Current job status

Personal strengths

Flexible working policy

Management communication style

Interface with external customers

Funding attitude

Job tasks and processes

and suppliers **Aspirations**

Management

Individual

Technical skills including IT,

Existing support structures

Communication with colleagues

State of mind

Implementation process

Existing management and colleague

understanding

Experience with specialist technology

IT systems

Environment

Environmental issues affecting sensory

Existing software

processing

Physical environment

Workplace arrangemen



Challenges with physical environment





Adjustments enable successful performance

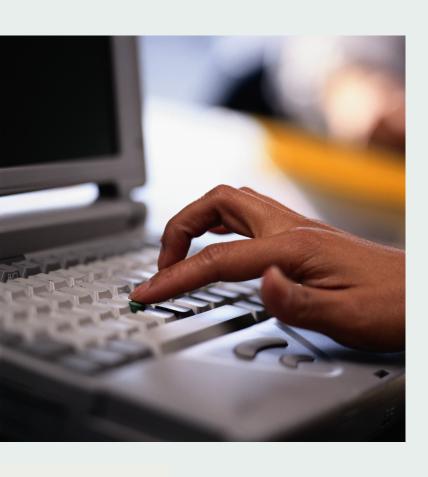
End of assessment

- Closing the assessment provides an opportunity to immediately change the environment
- First step in manager training
- Feedback of findings and issues to individual and line manager helps confirm ideas and implement quick wins
- Sets expectations
- Agree who will implement





The Report



- Emphasise skills
- Easily accessible –
 language and reasoning
- Aim for long term use
- Address organisational change, personal steps, training and coaching as well as equipment
- Individual to agree personal data





http://dan-uk.co.uk/

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