

Devon Autism and ADHD Service

Reasonable adjustments for ADHD in the workplace

Access to Work

- Access to work is a government funded employment support programme that offers to help people with difficulties, including ADHD, stay in employment.
- Access to work can give grants for reasonable adjustments. The grants can pay for things like:
 - Special equipment in the workplace to make your job easier
 - Adaptations to the environment that might help you at work
 - Support worker services to help you do things like answer the phone or go to meetings, or a job coach to help you in the day.
 - Help getting to and from work if you can't drive or use public transport.
- Further information can be found here: <https://www.gov.uk/access-to-work>

Adjustments by employers:

- Offering a desk facing away from busy areas in the office
- Providing 'do not disturb' signs for office doors
- Provide written information with tasks
- Help to structure tasks
- Opportunities to work flexibly, possibly at home on occasion.
- Working with a manager or colleague who is well organised and can help guide the employee through projects from start to completion.
- Providing appropriate supervision to support the employee and regularly check in with them.
- Give constructive feedback.
- Review progress and reinforce positive management strategies, provide positive praise.
- Allowing employees to delegate work where appropriate, for example dictating documents that are then typed up by someone else.
- Encouraging the use of notes in meetings so that there is a clear record of what is discussed and any comments they have can be submitted, rather than shouting them out in meetings.
- Working on particular tasks or projects for a short and more frequent chunks of time.
- Promoting the use of team working so that all skills are utilised and those employees who may find organisation more difficult can be used in different areas for different tasks

Coping at work:

- Daily relaxation/meditation to manage stress and anxiety
- Walk or exercise during breaks to expend energy
- Reward yourself for completing an assignment by going out for a special lunch or buying yourself something you've been wanting.
- Get up and walk around once an hour – make a drink or get a snack.
- Keep a day planner with a calendar and list of things to do and update them often.
- Take notes at meetings and during phone conversations
- Add all new tasks to your to-do list.
- To help you adjust to your job, enlist the help of a career adviser or executive coach. They can offer you guidance on any issues you encounter, and can help you work through the job situations that you find most troublesome (for example role playing how to discuss a pay increase with your boss without the conversation becoming emotionally charged).
- Using headphones to muffle sounds
- Set up your computer to send you electronic reminders for meetings and due dates.
- Set aside specific periods of time each day for answering voice mails and e-mails so that they won't interrupt your other responsibilities.
- Set realistic goals. Break up your days into a series of individual assignments, and only try to tackle one task at a time. Use a timer to let you know when to move on to the next task.

Ideas from people on an ADHD support forum:

- Noise cancelling headphones help to block out other sounds.
- A big computer screen or two screens to be able to see information clearly.
- Working from home time.
- Asking people to delegate tasks to me via email, with a deadline to reduce panicking about getting it all done at once.

Refs

<https://www.gov.uk/government/publications/access-to-work-factsheet/access-to-work-factsheet-for-customers#what-youll-get>

<http://aadduk.proboards.com/thread/9959/workplace-accommodations>

<https://www.personneltoday.com/hr/employees-with-attention-deficit-disorder-practical-and-legal-tips/>

<http://www.hse.gov.uk/disability/law.htm>

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