Reasonable Adjustments in work based placements or employment settings (dyslexia)

Many people who have dyslexia require little in the way of support beyond the acceptance that they may need to approach some tasks differently.

When people who have dyslexia understand their issues they are more able to participate in their continuing education and employment and succeed in their areas of choice.

As the severity of dyslexia varies so do the strategies that help people overcome difficulties in the workplace. The majority of these are inexpensive and uncomplicated.

**Suggested Strategies**

The following have proved successful for many. Any individual may require none, one or several of the strategies. Within each category are a number of suggestions. A person’s pattern of dyslexia may make some of these inappropriate. It is also possible that some of these strategies may be necessary at the beginning of a placement or during the probationary period of employment but may not be needed as time goes by as the setting and work patterns become more familiar.

**Written communication**

General issues with reading:

* Verbal rather than written instructions may be helpful (or both)
* Important points in documents should be highlighted
* Speech to text software can be used
* Information can be printed on coloured paper (find out which colour helps the person to read best) or coloured overlays can be used
* Computer screens can be set up with a coloured background to documents to reduce glare and may minimise unusual visual effects

Issues with reading and writing:

* Extra time may be needed to read and complete tasks although this may decrease with experience
* Information can be provided in a variety of ways to avoid reading
* Material could be discussed with the student/employee, giving summaries and/or key points (actually helpful for everyone!)
* Speech to text software.

Spelling and grammar errors:

* Proof reading of work
* Spell checker on computers

**Verbal Communication**

Difficulty remembering and following verbal instructions:

* It is helpful if instructions are given one at a time
* Instructions should be communicated clearly and in a quiet location if possible to reduce distraction
* Important information can be written down (so again using multiple communication methods)
* Demonstration and supervision can support effective completion of tasks and projects
* Individuals may find it helpful to take notes and these could be checked by educator/supervisor
* Instructions can be repeated back, to confirm that they have been understood correctly
* Memos outlining a plan of action can be helpful
* A dictaphone or digital recorder can be used to record important instructions
* Multiple instructions can be backed up in writing

Some people find it hard to recognise hidden meanings in conversation:

* Clear, concise and direct instructions can help with this and it is important to avoid hinting at information or making assumptions that the person has understood.

**Remembering appointments and deadlines:**

* Reminders of important deadlines and regular review of priorities can help with this
* Visual planners highlighting daily/monthly appointments, deadlines, tasks and projects
* Encouragement to use the daily calendar and alarm features on computers, tablets or phones

**Organising workflow:**

* Planners/timetables
* Prioritisation of important tasks
* Creation if a daily, dated “To Do” list
* Use of diaries
* Set layout for regular tasks with appropriate prompts for example for meetings or taking notes
* Build in extra time for unforeseen occurrences
* Build planning time into each day

**Short term memory issues especially names, numbers and lists:**

* Mnemonic devices and acronyms
* Organisation of details on paper so that they can be referred to easily using diagrams and flowcharts
* Checking back on understanding
* Use of multi-sensory techniques such as recording material and playing it back whilst re-reading
* Use of computer software; sometimes well developed programme menus and help features are useful or there may be appropriate assistive technology such as Texthelp Read and Write
* Apps for the phone such as Claro