

Neurodiversity in the Workplace


Producer	<ul style="list-style-type: none"> There is a Camtasia video embedded into slide 4 to be played when cued by the facilitator. It is approx. 1 minute long.
	<ul style="list-style-type: none"> There are two Mentimeter activities scheduled for this session on Slides 6 & 7. <https://www.menti.com/al3wae55oosg>
	<ul style="list-style-type: none"> There is a breakout room activity scheduled for this session on Slide 13 (pages 8-9 of this guide.) Collaborate with the Facilitator to decide if participants should be put into specific groups or if the groups can be chosen at random. There will be 4 groups of participants placed into 3 different rooms.

Facilitator:	<ul style="list-style-type: none"> This guide was developed for the purposes of delivering this course via Zoom, but it can also be used for classroom training with the following considerations: <ul style="list-style-type: none"> Breakout room activities will need to be adapted to fit the classroom environment. Questions will be made directly to learners, rather than by using Zoom response tools
	<ul style="list-style-type: none"> This session contains a breakout room activity, where participants will need to be divided into 3 groups. Collaborate with the Producer about whether you feel those groups should be formed a certain way or if the Producer can make them at random.
	<ul style="list-style-type: none"> Open the PowerPoint file associated with this guide
	<ul style="list-style-type: none"> Share the PowerPoint application and ensure that the <i>Zoom Attendees</i> and <i>Chat</i> panels are visible
	<ul style="list-style-type: none"> Some key talking points and questions are included in this guide but be prepared to add your own commentary and questions as well.
	<ul style="list-style-type: none"> Aim towards generating a response from the learner(s) at least once every five minutes; this will keep learners engaged and will encourage them to follow along closely.




Neurodiversity in the Workplace

Session #1


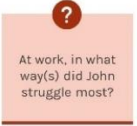
Slides	Approximate Timing	Topic
1-3	3 min	Introduction; Session Agenda; Learning Objectives
4-7	19 min	Scenario: Meet John + activities
8-9	5 min	What is Neurodiversity? (defined)
10-11	5 min	How should neurodiversity be acknowledged in the workplace
12-15	27 mins	Promoting Inclusivity; best practices; groups present
16-20	13 min	Summary; Session wrap up
Total:	72 mins	

Slide# Duration	Slide	Facilitator Notes	Producer Notes
1. 1 min	Introductions 	DO: Show this screen as participants enter the Zoom.	DO: Monitor learners entering the Zoom and grant them access to the Zoom. DO: Mute all participants as they enter the room.
2. 1 min	Session Agenda	DO: Introduce yourself and the Producer to the group. SAY: <ul style="list-style-type: none"> Today we will be discussing the topic of neurodiversity. During this session we'll spend time focusing on the following topics: 	

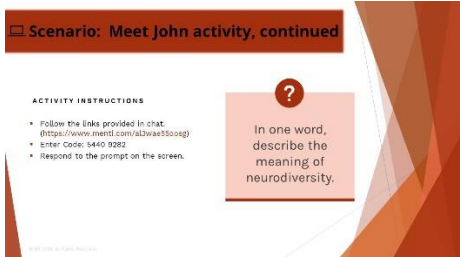
Neurodiversity in the Workplace

		<p>DO:</p> <p>Explain what is on the agenda so the learners understand how this training is broken down.</p>	
3. 1 min		<p>SAY:</p> <ul style="list-style-type: none"> During this session, you will be learning about how to: [CLICK] Explain what neurodiversity is <p>AND</p> <ul style="list-style-type: none"> [CLICK] Identify ways to communicate effectively with neurodiverse colleagues. 	
4. 2 min		<p>SAY:</p> <ul style="list-style-type: none"> Let's begin exploring this topic by thinking about people we have worked with throughout our careers. You will use your Zoom camera on/off to answer this question. To turn your camera off, click the "Stop Video" button on the toolbar near the bottom-left corner of the meeting screen. You'll see a camera icon with a red slash through it, meaning your video is no longer visible to other participants. Here is your question: Have you ever worked with someone with whom you struggled to communicate but was unsure why? If your answer is yes, turn your camera off. If your answer is no, keep your camera on. Thank you. You may go ahead turn your cameras back on. Let's watch this video to meet John and learn a bit about him. 	<ul style="list-style-type: none"> DO: Play video after the facilitator says 'Let's watch this video to meet John and learn a bit about him.'


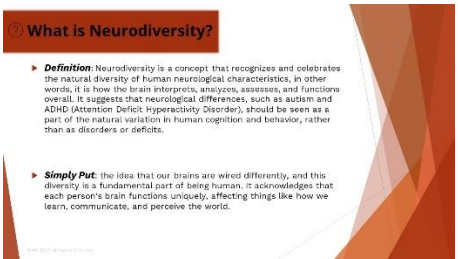
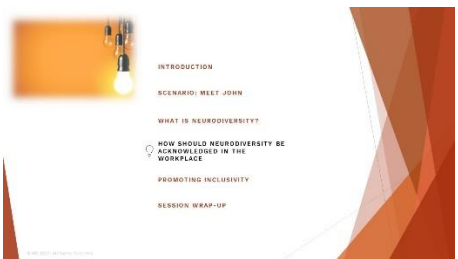
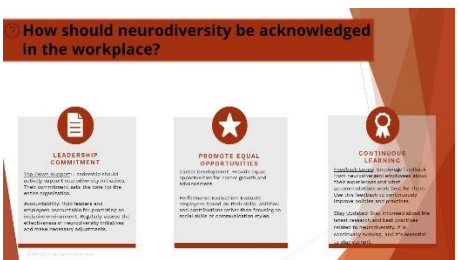
Neurodiversity in the Workplace

		<p>SAY [after video plays]:</p> <p>Now that you've met John, I'd like to know if his situation sounded familiar to you. I will count backwards from 3. When I say 1, please respond in the chat with a Y for yes or an N for no. Are you ready? 3...2...1</p>	
5. 2 min	<p>Video Debrief</p> <p>VIDEO DEBRIEF</p> <p>What did you learn about John in that one-minute video?</p> <p>Struggled; Frustrated</p> <p>Judged</p> <p>Annoyed others</p> 	<p>ASK: What did you learn about John in that one-minute video? Place your ideas in chat.</p> <p>DO:</p> <ul style="list-style-type: none"> Review the ideas while attendees put information in chat. [CLICK] Point out that it was easy to identify the emotions of John. [CLICK] Identify how it showed the emotions of John's colleagues without actually saying it directly. [CLICK] Describe how it also showed a lack of communication. 	
6. 5 min	<p>Activity</p> <p>Scenario: Meet John activity</p> <p>ACTIVITY INSTRUCTIONS</p> <ul style="list-style-type: none"> Follow the links provided in chat. Enter Code: 5440 6082 Respond to the prompt on the screen. <p>At work, in what way(s) did John struggle most?</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Follow the link provided in chat to address the prompt shown on the screen – At work, in what way(s) did John struggle most. <LINK: https://www.menti.com/a13wae55oosg> Once you click the link, you will be asked for a code. Enter _____. Once everyone responds to the question, a word cloud will be created with the answers. Make sure you hit submit at the bottom after entering your answer. Once you submit, return back here so we can discuss. You will have 1 minute, starting now. <p>DO:</p> <ul style="list-style-type: none"> Debrief the outcome and highlight key words, trends, and outcomes of the open-ended activity. <p>SAY:</p>	<ul style="list-style-type: none"> While on the Mentimeter website, switch to the first Word cloud activity and go to Presentation mode so participants can see it as it builds. Post a link in chat to a Mentimeter page whereby attendees type their responses in to form a word cloud. Keep track of time. Allow 1 minute for attendees to place their thoughts into the word cloud. Grab a screenshot of the Mentimeter page so the


Neurodiversity in the Workplace

		There are many different descriptions and now that we know more about your thoughts on the meaning of neurodiversity, let's look at this from a different perspective.	ideas that are shared can be sent out after the conference.
7. 5 min	<p>Activity</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Follow the link provided in chat to address the prompt shown on the screen – In one word, describe the meaning of neurodiversity. Once you click the link, you will be asked for a code. Enter _____. Once everyone responds to the question, a word cloud will be created with the answers. Make sure you hit submit at the bottom after entering your answer. Once you submit, return back here so we can discuss. You will have 1 minute, starting now. <p>DO:</p> <ul style="list-style-type: none"> Click the Mentimeter link to open the open word cloud slide so they can see the answers update in real time. <Link to be added to screen so they can click on it> Debrief the outcome and highlight key words, trends, and outcomes of the activity (As answers are coming through the word cloud). <p>SAY:</p> <p>There are many different descriptions and now that we know more about your thoughts on the meaning of neurodiversity, let's look at this from a different perspective.</p>	<ul style="list-style-type: none"> While on the Mentimeter website, switch to the first slide (open ended) activity and go to Presentation mode so participants can see it as it builds. Post a link in chat to a Mentimeter page whereby attendees type their responses in to form a word cloud. Keep track of time. Allow 1 minute for attendees to place their thoughts into the word cloud. Grab a screenshot of the Mentimeter page so the ideas that are shared can be sent out after the conference.


Neurodiversity in the Workplace

8. 1 min		<p>SAY:</p> <p>Think for just a moment about what you believe the definition of neurodiversity is (give a moment for self-reflection). Now, let's take those ideas and work together to understand the exact meaning and how it should be acknowledged in the workplace.</p>	
9. 4 min		<p>SAY: So, what exactly is Neurodiversity?</p> <p>DO: Read the definition and simply put sections of this slide out loud.</p> <p>SAY: I will give you one minute to briefly explain, in your own words, what neurodiversity is in the chat.</p> <p>SAY: Now that we have reviewed what neurodiversity is in detail, let's direct our focus on how best to acknowledge it in the workplace.</p>	set a one-minute timer on screen
10. 1 min		<p>SAY:</p> <p>Think for just a moment of the definition of neurodiversity that we just reviewed (give a moment for self-reflection). Now, let's take those ideas break down how neurodiversity should be acknowledged in the workplace.</p>	
11. 4 min		<p>SAY: Now let's take a look at how neurodiversity should be acknowledged in the workplace.</p> <p>[CLICK] Leadership Commitment</p> <ul style="list-style-type: none"> Employers and managers should always provide Top-Down Support. Leadership should actively support neurodiversity initiatives. Their commitment sets the tone for the entire organization. Accountability is necessary to hold leaders and employees accountable for promoting an inclusive environment. Management should regularly assess 	



Neurodiversity in the Workplace

		<p>the effectiveness of neurodiversity initiatives and make necessary adjustments.</p> <p>[CLICK] Promote Equal Opportunities</p> <ul style="list-style-type: none"> • Career Development provides equal opportunities for career growth and advancement. Offering training and skill development programs to all employees, including neurodivergent individuals, is crucial to developing strong, neurodiverse candidates for movement and promotion. • Performance Evaluation should evaluate employees based on their skills, abilities, and contributions rather than focusing on social skills or communication styles. <p>[CLICK] Continuous Learning:</p> <ul style="list-style-type: none"> • Feedback Loops are key to gain encouraging feedback from neurodivergent employees about their experiences and what accommodations work best for them. Use this feedback to continuously improve policies and practices. This is a positive opportunity to gain knowledge and understanding of how neurodivergent employees interpret the workplace and how best to support them regularly. • When management stays updated, they gain the most recent information about the latest research and best practices related to neurodiversity. Understanding neurodiversity is continually evolving, and it's essential to stay current. 	
12. 1 min	<p>Best Practices for Promoting Inclusivity</p> 	<p>SAY:</p> <ul style="list-style-type: none"> • When learning how to effectively communicate with neurodiverse individuals, there are many suggestions that will align with successful interactions. • By learning what these best practices are, you will be better equipped with knowledge and skills to engage in effective communication with colleagues, both in and out of the office. • In the section we will share best practices for promoting inclusivity to increase communication and productivity with neurodiverse co-workers. 	

Neurodiversity in the Workplace

<p>13. 15 min</p>	<p>Activity</p> 	<p>SAY:</p> <ul style="list-style-type: none"> We will now break for an activity in breakout rooms where you will discuss what you do to promote inclusivity in the workplace. You will be pre-assigned to breakout rooms. You will receive a notification to go to your designated breakout room. After 10 minutes, you will be brought back to the main session to debrief. Designate who will share key points when you return. Discuss in your groups: “How do you promote inclusivity in the workplace?” Work for 10 minutes. Return so you can present your team’s key points to the class. <p>SAY:</p> <p>Are there any questions? Ok, I will see you back here in 10 min.</p>	<p>Pre-Assign Breakout Rooms:</p> <ul style="list-style-type: none"> Pre-assign participants to breakout rooms. Alternatively, you can assign participants to specific rooms during the meeting. In the breakout rooms panel, you can manually move participants between rooms if needed. <p>Starting Breakout Rooms:</p> <ul style="list-style-type: none"> Once the meeting has started, you can click on the "Breakout Rooms" button in the Zoom toolbar. Choose the number of rooms you want to create and how you want to assign participants (automatically or manually). Click "Create Breakout Rooms" to open the rooms. Set the timer for 10 minutes. <p>Closing Breakout Rooms:</p> <ul style="list-style-type: none"> You can set a timer for the breakout sessions, after which rooms will automatically close and participants will be
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Neurodiversity in the Workplace

			<p>brought back to the main session.</p> <ul style="list-style-type: none"> Alternatively, you can manually close the breakout rooms when you think the discussions are complete. <p>Bringing Participants Back:</p> <ul style="list-style-type: none"> When the breakout sessions are over, you can click on the "Close All Rooms" button to bring all participants back to the main session.
14. 5 min	<p>Teams Present Key Points</p> 	<p>SAY:</p> <p>Welcome back. I am going to call on a couple of groups to share what your team has identified as ways to successfully promote inclusivity in the workplace. You will have 3-4 minutes to summarize your key points. When I call on your group, if you were the designated person to share, raise your hand.</p> <p>DO:</p> <ul style="list-style-type: none"> Call on 3 (or 4 groups if time allows) Keep track of time and help transition to next team within 2 minutes 	<ul style="list-style-type: none"> As participants 'raise their hand,' select them to speak.
15. 6 min	<p>Debrief Summary: best practices</p> 	<p>SAY:</p> <p>Thank you to those groups that shared. For those that did not get a chance to share, we will have time at the end of our session to continue sharing. Let's continue by reviewing what we believe to be the top 8 best practices for promoting inclusivity. This is an important part of inclusive success.</p> <p>DO: Debrief the outcome of the breakout room, using the following points:</p> <ul style="list-style-type: none"> Today our company is growing, and we are forecasting that it will continue at a rapid rate by the end of the year. As an all-inclusive company, we strive for 	




Neurodiversity in the Workplace

		<p>inclusivity in our working environment. The best way to do so is to keep your knowledge up to date in order to successfully create an environment that provides open communication to foster continued success.</p> <ul style="list-style-type: none"> • I will also include the link to a job aid that will help to remind you of the variety of best practices to follow for easy access. <p>[CLICK] Educate Yourself and Your Team:</p> <ul style="list-style-type: none"> • Begin by learning about neurodiversity and the specific conditions that may be present in your workforce. Understand that neurodiverse individuals have unique strengths and challenges. <p>[CLICK] Individualized Approach:</p> <ul style="list-style-type: none"> • Recognize that not all neurodiverse employees are the same. In fact, each person may have different needs and preferences. Take time to understand everyone's communication style and adapt accordingly. <p>[CLICK] Active Listening:</p> <ul style="list-style-type: none"> • Practice active listening skills, which include maintaining eye contact (if comfortable for the individual), nodding, and providing feedback to show that you are engaged in the conversation. <p>[CLICK] Clear & Explicit Communication</p> <ul style="list-style-type: none"> • Use clear, concise language when giving instructions or providing feedback. Avoid using figurative language or idioms, as these can be confusing for some neurodiverse individuals. • Be cautious and careful with your word choice. You never want to use emotionally charged words such as aggressive or over-bearing as a neurodivergent individual can take that meaning directly as a hard-core insult. To tell someone they are aggressive can often lead to extreme feelings and overwhelming emotions of failure, inappropriateness, and depleted self-esteem based on feeling as though they did something so wrong that it was a direct attack on others. 	
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Neurodiversity in the Workplace

		<p>[CLICK] Structured and Predictable Environment:</p> <ul style="list-style-type: none"> • Provide a structured and predictable work environment whenever possible. Routine and consistency can reduce anxiety and improve communication for many neurodiverse individuals. <p>[CLICK] Feedback and Clarification:</p> <ul style="list-style-type: none"> • Encourage neurodiverse employees to ask for clarification if they don't understand something. Offer constructive feedback in a supportive and non-judgmental manner. <p>[CLICK] Training and Awareness:</p> <ul style="list-style-type: none"> • Provide training and awareness programs for your entire team to foster a more inclusive workplace culture. Encourage open discussions about neurodiversity and communication. <p>[CLICK] Empathy and Patience:</p> <ul style="list-style-type: none"> • Show empathy and patience in your interactions. Understand that some neurodiverse individuals may take longer to process information or respond to social cues. 	
16. 1 min		<p>SAY:</p> <ul style="list-style-type: none"> • We are nearing the end of the session. Let's take a look at what we learned and where you can find more resources. 	
17. 4 min	<p>Summary</p>	<p>SAY:</p> <ul style="list-style-type: none"> • It's important to consider how differently people interact, especially when someone is neurodivergent. • Follow the best practices outlined in this session to ensure success in promoting inclusivity in the workplace. 	

Neurodiversity in the Workplace

	<p>Summary</p> <ul style="list-style-type: none"> Consider how differently people interact, especially when someone is neurodivergent. Follow the best practices to ensure success in promoting inclusivity in the workplace. Remember that how you collaborate and interact directly impact productivity. Any questions? 	<ul style="list-style-type: none"> Remember: How you collaborate and interact directly impact productivity. When working with someone who is neurodiverse, always remember to be clear, stay focused, and maintain open communication. SAY: Do you have any questions? If so, we will take the next 3 minutes to address anything additional you would like to discuss. Please use the 'raise hand' icon at the bottom of the window on the right side of your screen or type questions directly into the chat. 	Monitor hand raising and choose learners for Q&A
18. 2 min	<p>Resources</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Ways to Improve Communication Skills in the workplace posters are available upon request in a digital download format. <p>DO:</p> <ul style="list-style-type: none"> Gauge interest through reviewing some key points on the infographics in detail. 	
19. 1 min	<p>Next Steps</p>  <ul style="list-style-type: none"> Enjoy a five-minute break. Listen to closing remarks from the Leadership team. 	<p>SAY:</p> <ul style="list-style-type: none"> We have officially completed this training. You now know how to explain what neurodiversity is and how to identify ways to communicate effectively with neurodiverse colleagues. <p>DO:</p> <ul style="list-style-type: none"> Review the next steps using the information on the slide. Transition to break using the information on the next slide. 	Post an announcement to start next session – Closing remarks from the Leadership team
20. 5 mins	<p>Congratulations</p>	<p>SAY:</p> <ul style="list-style-type: none"> Congratulations on successfully completing this course. Take a 5-minute break. When you return, closing remarks will begin. 	Set 5-minute timer on screen

Neurodiversity in the Workplace

