



# **DYSLEXIA: AN INTRODUCTION**



INFORMATION SHEET



For your dyslexic employees to feel supported, you will need a neuro-inclusive work environment. When you prioritise neuro-inclusion, **your entire workforce will feel supported**, and you will experience enhanced employee retention, productivity, and well-being.

While there are many coping strategies that neurodivergent adults can put into place, neuro-inclusion is intended to be **a collective**, not a solo **effort**.

## What is dyslexia?

Dyslexia is a type of neurodifference **present from birth**. Although it can be diagnosed in childhood, **many** dyslexic individuals **reach adulthood before being diagnosed**. Every dyslexic individual is unique, but some common traits include:

- Challenges with reading, proofreading, writing, spelling and processing new information
- Difficulties with short-term memory
- Being excellent at articulating yourself in meetings or presentations but having difficulties getting ideas down onto paper in a structured way

If someone in your organisation has informed you that they're dyslexic or their diagnosis is suspected, they must not be met with stigma or discrimination. Being aware of the support a dyslexic individual may require will empower them in the workplace, but you don't have to be a dyslexia expert.

This information sheet will help you understand how Lexxic can help dyslexic employees thrive in the workplace.



## What talents do individuals with dyslexia bring?



**Creative thinker**



**Problem solver**



**Sees the bigger picture**



**Entrepreneurial**



**Logical reasoning**



**Empathetic**

- Being highly imaginative and having a keen sense of curiosity and interest in new things
- Seeing the bigger picture and great at solving complex puzzles
- Entrepreneurial skills because of an ability to think differently and connect different routes and thoughts
- Excellent critical thinking abilities and the ability to use logical reasoning in decision making
- The ability to be highly empathetic, build relationships and be a great conversationalist





## Supporting the individual How can you help?

### 1. Screening or a diagnostic assessment?

If someone you work with suspects that they have dyslexia **but have not been formally diagnosed**: a screening or a diagnostic assessment is suitable.

**1a. Purpose of the screening assessment** - indicates whether the individual is demonstrating tendencies of dyslexia, but it does not provide a complete diagnosis.

This assessment is suitable for individuals diagnosed with dyslexia more than five years ago or those who do not have a copy of their diagnostic report.

The standard assessment process includes the following:

- **A pre-assessment questionnaire** - to gain a detailed understanding of strengths, early development, challenges with literacy, and educational history
- **A 1-hour assessment using a dyslexia screening tool** - to gather information on developmental history and challenges in several life and work areas
- **The creation of a report** - that outlines strengths, challenges, and concludes whether the individual demonstrates dyslexic tendencies. It does not provide a complete diagnosis. This can help to inform the next suggested stage, the Workplace Needs Assessment

**1b. A diagnostic assessment** - confirms that an individual is dyslexic.

**This 3-3.5 hour diagnostic can also be helpful** if the individual requires adjustments for formal examinations (e.g., extra time).

The standard diagnostic assessment typically involves the following:

- A variety of **cognitive tests and discussions with a psychologist** to understand an individual's cognitive profile. The evaluation is intended to obtain a detailed analysis of strengths and challenges. Common abilities tested for are:
  - Reading, writing, and spelling
  - Memory and processing speed
  - Language and listening
  - Phonological processing (the brain's ability to attach meaning to sounds in both spoken and written language)
- **The creation of a report** - that concludes whether the individual does or does not have dyslexia

### 2. A workplace needs assessment

**A workplace needs assessment** - builds upon the assessment process and provides bespoke advice of adjustments.

The standard assessment process includes the following:

- **A discussion with the individual** - to explore their work environment, daily tasks, strengths, challenges, and current adjustments
- **A discussion with a line manager or HR representative** - to understand the individual's job role, strengths, challenges, and current adjustments
- **The creation of a report** - that outlines the assessment's conclusions and supports the individual and employer in **implementing the recommendations**

**Adjustment recommendations can be implemented at little or no cost.**

Here are a few of the most standard adjustments for employees with dyslexia:

- Low or no-cost specialist equipment
- E-learning
- Line manager awareness training
- Assistive technology
- One-to-one coaching

### 3. One-to-one coaching

A coach will help individuals develop strategies that work for them. One-to-one coaching sessions **teach soft skills that could be applied to the workplace** and environment.

Individuals can **embed the skills learned in the session** into their work, which can help increase the following:

- Productivity
- Confidence at work
- Retention

Coaching topics that may be helpful for a dyslexic individual include:

- Reading, writing, spelling, punctuation, and proofreading
- Organising, planning, and prioritising
- Listening and note-taking
- Building confidence at work
- Concentration and attention



## 4. Co-coaching

Co-coaching **builds healthy working relationships**. It also brings together dyslexic employees and their line manager in a joint coaching session with a psychologist.

Co-coaching is a helpful tool for developing the following:

- Mutual understanding
- Good communication
- Clear goals
- **A safe space** for honest conversations

Building healthy relationships increases collaboration and productivity while fostering a comfortable environment.



**As a team  
How can you help?**

## 5. Dyslexia awareness training

Dyslexia awareness training: **educates line managers and colleagues** working with dyslexic individuals. It also builds healthy working relationships, which will help individuals flourish.

Through this training, your staff will:

- Gain a **greater appreciation for dyslexic co-workers** in the workplace
- **Increase their level of understanding** of dyslexia in the workplace

The aim of the training is the following:

- Learn to **challenge stereotypes** and misconceptions
- To learn about **the unique talents that dyslexic individuals bring** to the team
- To provide **advice about adjustments** that can be implemented to support colleagues

## 6. Implement practical solutions at work

Practical solutions to support a dyslexic individual that your team can put in place to support a dyslexic individual include:

- Ensuring **written instructions are followed up by verbal instructions**. This helps with memory and keeping focused on the task
- Presenting written instructions using a **chunking technique that structures information**. With the chunking technique, bullet points split essential information into digestible chunks
- **Creating visual prompts** such as a diary reminder, to remember deadlines. This can also help prioritise tasks by helping dyslexic colleagues visualise what's coming next
- Ensuring that **minutes are taken during meetings** and comments are shared with the team afterwards with clear guidance on any necessary actions and deadlines
  - Trying to listen and note-take simultaneously can be challenging for dyslexic individuals
  - Ask non-dyslexic colleagues to take meeting minutes for the team or ask dyslexic individuals if they are comfortable with taking minutes before assigning the task to them



### Why Lexxic?


We are proud leaders in empowering neurodiversity in the workplace. With over 15 years of experience, our in-house psychology team has **extensive expertise** across a wide range of professions.

We pride ourselves on working in partnership with employers. At Lexxic, we bring together business and employee needs so that **everyone**, regardless of job title or neurotype, **can thrive**.

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