



**ATTENTION DEFICIT HYPERACTIVITY  
DISORDER (ADHD): AN INTRODUCTION**



INFORMATION SHEET

For your employees with Attention Deficit Hyperactivity Disorder (ADHD) 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 ADHD?

ADHD is a neurodifference **present from birth**. Although it can be diagnosed in childhood, **many** people who have ADHD **reach adulthood before being diagnosed**. Every individual with ADHD is unique, but some common traits include:

- Challenges controlling attention and impulse
- Fidgeting or moving while sitting down or concentrating
- Challenges with organisation and short-term memory
- Switching from task to task

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

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



## What talents do individuals with ADHD bring?



**Creative thinker**



**Courageous & adventurous**



**Hyper-focus on task**



**Passion and enthusiasm**



**Brings energy to the team**



**High resilience**

- New, original, creative, inventive, and outside the box thinking
- Courage and adventurousness: a love for spontaneity and trying new things
- A hyper-focused approach to getting the job done
- High levels of social success: can encompass social intelligence and humour
- Energy to a task and the team
- Resilience





## Supporting the individual How can you help?

### 1. Screening or a diagnostic assessment

If someone you work with suspects that they have ADHD **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 ADHD, but it does not provide a complete diagnosis.

The standard assessment process includes the following:

- **A pre-assessment questionnaire** - to gain a detailed understanding of an individual's strengths, early development, challenges with concentration, attention and hyperactivity and educational history
- **A 1.5-hour assessment using an ADHD 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 tendencies of ADHD. 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 has ADHD.

**This 2-hour diagnostic can also be helpful** if the individual requires adjustments for formal examinations (e.g., extra time). With such an assessment, seeking medication is an option.

The standard diagnostic assessment typically involves the following:

- The gathering of information **about the individual's background, childhood, and experiences**
- Several questionnaires - ideally completed by **a parent or close family member and a partner or friend** to obtain objective evidence for the assessment. This assessment includes a clinical interview and discussion with a practitioner. Practitioners vary but commonly include clinical psychologists, psychiatrists, and other mental health professionals
- **The creation of a report** - that concludes whether the individual does or does not have ADHD

### 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 ADHD:

- Specialist equipment e.g., noise cancelling headphones
- One-to-one coaching
- Support with prioritisation and time-management
- Assistive technology
- Line manager awareness training

### 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 someone with ADHD include:

- Organising, planning, and prioritising
- Memory
- Concentration and attention

## 4. Co-coaching

Co-coaching **builds healthy working relationships**. It also brings together employees with ADHD 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. ADHD awareness training

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

Through this training, your staff will:

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

The aim of the training is the following:

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

## 6. Implement practical solutions at work

Practical solutions that your team can put in place to support an individual with ADHD include:

- **Writing instructions clearly and concisely** that include an explanation of the end goal. This helps with memory, minimising distractions and keeping them focused on the task
- **Encouraging breaks** to maximise concentration and productivity
- Setting **clear and precise deadlines**. This helps with time management and knowing what to prioritise
- **Adding event reminders to a calendar** acts as a visual aid to support short-term memory challenges
- Keeping **reoccurring meetings in a routine**. E.g., same day and time each week and arranging last-minute meetings as little as possible. This can help with organisation and time management as well as memory



### 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**.

## Contact us

### Address

Lexxic Ltd  
Unit CH3.20  
Kennington Park  
1-3 Brixton Road  
London  
SW9 6DE

 +44(0) 330 311 2720

 [hello@lexxic.com](mailto:hello@lexxic.com)

 [www.lexxic.com](http://www.lexxic.com)

