

Neurodiversity Together Toolkit for FOIL

This toolkit is a free guide that provides ideas, guidance and some simple solutions for all stages of your neuro-inclusion journey.



Neurodiversity Together



Using this toolkit

- This toolkit has been designed to get you thinking and considering your organisation’s approaches to neuro-inclusion.
- As well as considering new approaches, it also explores how you can maximise existing processes, education or strategies in this space.
- Each organisation is different. Do what’s right for you and your organisation.



Who this toolkit is aimed at

- This toolkit is aimed at everyone in an organisation. Every reader will take away at least one positive action they can use or implement into their day-to-day work.
- We can all make changes in our roles, regardless of grade, department or function.
- Whether it’s raising a question to the right team, discussing ideas or thoughts with a colleague, or seeing a new understanding, we can all make a difference when it comes to neuro-inclusion.



The benefits of using this toolkit

- This toolkit is not a “how to” guide, but it enables you to ask additional questions to get the best results for your organisation and your people.
- The guidance provided within this toolkit looks at low cost or free changes through doing the same things differently with a better result.
- To benefit most from this toolkit, remember it’s ok to seek advice and help from others.



Who are Neurodiversity Together?

Neurodiversity Together specialises in working with clients to unlock the hidden commercial value and cultural benefits of neuro-inclusion for everyone in an organisation, whether they are neurodivergent or not.

Neurodiversity Together has played an active part in advising the Minister for Disabilities, contributing to Government reports and creating new understanding of neurodiversity.

What this toolkit contains



How to get started on the financial costs and opportunities of neuro-inclusion



Some tips and starting points for carrying out an as-is study of your organisation’s neuro-inclusion



Looking at how you can easily maximise current neurodiversity education for your people.



Guidance and tips that can empower your people to maximise the benefits of your processes and ways of working.



Some high-level next steps and recommendations of what you can do next.



Information about Neurodiversity Together and how we can help your organisation.

Financial Analysis of your neuro-inclusion investment

What is it?

It's a chance for you to understand the cost and revenue impact of neuro-inclusion for everyone in your organisation.

Why it's important

Having this information could strengthen your business case and vastly increase stakeholder buy-in.

The benefits

Having this information could increase your organisation's bottom line by hundreds of thousands of pounds per year.

What is "Financial Analysis" in the context of neuro-inclusion?

Neurodiversity Together has developed a unique tool that enables organisations to understand the cost and revenue impact of neuro-inclusion on your business, as well as the opportunities, solutions and options to unlock this hidden pot of money and increase your bottom line.

Whilst our data-driven model and tool is far too valuable to give away, there are some simple things you can start to do to understand what your organisation could gain.

Why should this information be important to me and my organisation?

- "The annual cost to employers of poor workplace health is enormous – around £85bn."^[1] Your organisation could benefit from this untapped amount.
- Your business case, stakeholder buy-in and financial benefits could be far greater.
- Your strategic decision making could be strengthened by financial insight and evidence-based data, pinpointing the most important areas for your organisation to address.

"...but neurodiversity is the right thing to do? Why are you monetising it?"

Monetising decisions around neuro-inclusive approaches is a must – it enables informed, evidence-based commercially driven decision making and, more importantly, Neurodiversity Together placed huge importance on culture and employee experience to create our financial analysis tool.

What can you do?

Pulling all of this information together is not easy. Creating our model took months, but you can start to...



Consider the data your organisation doesn't currently collect and the value that it could have to a business case.



Explore the value of hidden information, for example, presenteeism.



Ask yourself, "what additional buy-in or progress would I be able to make with a financial analysis like this?"

[1] "Keep Britain Working Review: Final Report" <https://www.gov.uk/government/publications/keep-britain-working-review-final-report>

Carry out an as-is study to baseline your organisation

What is it?

An opportunity to look at your policies, processes, strategies, tools and to hear from your people to identify strengths and areas of growth in your current approach to neurodiversity.

Why it's important

An as-is study creates a baseline and provides a platform to identify and prioritise future initiatives. It also provides a point from where you can measure growth.

The benefits

Your decision making is backed by evidence. Additionally, an as-is generates stakeholder alignment by providing an agreed single version of the truth.

What is an “as-is” study?

An as-is study is a chance for your organisation to look at their approach to neuro-inclusion. This can include a selection of things, such as processes, policies, tools and your people's experiences, to understand what you already do well, as well as opportunities you have to grow and develop yourselves.

As-is studies are key tools in being able to develop roadmaps, plans and interventions that enable targeted, decision-led growth. They also allow you to benchmark your organisation against others.

As-is studies can be as long or short as you want, but the more detailed, the better.

What can you do?

Before you start, ask yourself why your organisation is doing this.



- Why are you doing this? What are your objectives? What will it enable?
- What does “good” look like after this study?
- What methods and tools will you use?



Have clear research questions, defined criteria and well mapped out interdependencies.

- Having the right questions is a must. It will set the direction of your work.
- Periodically come back to your questions to make sure you are keeping to your initial scope.

What can you do in the time you have?



- Don't try and pack too much into your as-is. Weigh up what quality vs quantity means to your organisation.
- Review documents including strategies, policies, processes, approaches, tools and data to understand your current ways of working.



What can you do and where can you go with information from your as-is study?

- How will you present this information back to your stakeholders?
- How will you categorise and prioritise recommendations?
- How will you implement and embed recommendations?

Maximising the potential of neurodiversity education

What is it? This is about looking at how, through simple steps, to transform learning or training from being a mandatory headache to a positive platform for change.

Why it's important If your organisation isn't maximising the potential of their education, ROI will not be maximised and lasting culture change will fail to be embedded.

The benefits Your culture will grow through better understanding of each others needs and, as a result, your profitability and productivity will increase.

"We already have good education. What do you mean by 'maximising the potential' of it?"

We've all taken training courses, whether e-learning or classroom-based, where there's information overload – we forget what's been taught by the end of that week.

Take a moment to also consider whether those courses have taught superfluous information that isn't necessarily relevant to your job.

It's also important to remind ourselves what "education" really means. For example, self-study and on the job learning massively shape our understanding of complex workplace topics, such as neurodiversity, and enable us to make positive contributions.

Regardless of where you sit in an organisation, understanding the benefits to your organisation and questions you can ask are key enablers for you and your team to maximise your learning.

How can this benefit you and your organisation?

Good education will deliver better Return On Investment (ROI), improved culture and productivity for your people and for your organisation. For example, it will lead to better understanding and alignment between people and enable growth, better wellbeing and a psychologically safer workplace.

What can you do?

Here are some questions and ideas you can ask:



After taking a course, do your people know where to find the relevant neurodiversity resources?

Does your organisation need to modernise their resources?



Best practice education should always enable growth or change.

What is your education asking your people to do differently in future?



Do you actively reflect on your day-to-day experiences and learnings?

Do you know how to implement and embed them into your ways of working?

Some tips to improve processes and ways of working

What is it?	Even if we can't change a process, there are always things we can do to improve it, whether thinking about it or explaining it in a new, more positive way.
Why it's important	An organisation can have the best processes, but if people don't fully understand how to make the most of their function, the organisation will lose out in the long-term.
The benefits	Your people will have the tools and encouragement to maximise processes that support all of your people – not only the ones who are neurodivergent.

You might already have established processes. You might not be in a position to change them, but there are always things each of us can do to make them run more smoothly...

Throughout our working lives, we've all experienced at least one process that can't change, but suddenly becomes easier and makes more sense once someone explains it in a new or different way.

For neuro-inclusion, this usually applies to several processes and tools. Quite simply, misunderstanding or different interpretations at the start of a process, from any stakeholder, will affect the outcome.

What can you do?

Regardless of your role or grade, we can all do something. Below are some examples of some questions and perspectives you can consider for processes commonly included in neuro-inclusive approaches.



Disclosing a neurodiverse condition

If you're disclosing a condition, think about a) what you want to achieve from disclosing; b) how the person you're disclosing to might be feeling.

If you are listening to someone disclose, think about how you would feel in their shoes sharing something personal.



Working together, not separately

Neurodiversity Together chose our name because neurodiversity must be done together.

Use Empathy Maps to understand how everyone involved in a process might be feeling or impacted.

Most importantly, be human. Consider each other.



Considering the benefits to everyone

Neuro-inclusive approaches often benefit everyone in an organisation. Think about how, for example, an additional piece of context or clearer guidance for a process might benefit everyone's understanding and increase engagement for that process.

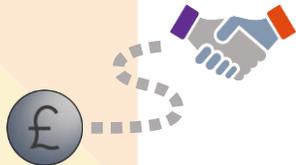


Reasonable Adjustments

Reasonable Adjustments affect everyone involved in the process. For example, if you have an Adjustment, do you need to learn a new way of working? If you're a manager, do you need to change your ways of working to implement the adjustment and what might that do to your job?

A few things you might want to do next

Think commercially and the cultural benefits will follow.



- How well do you understand the revenue and cost impact that unintentional poor practices are having on your organisation?
- Does your organisation understand how better culture and higher productivity will grow from understanding the commercial data?

Think about everyone involved in the process. Think how to do neurodiversity together.



- Do you know if your organisation's approach for neuro-inclusivity has mapped out the journeys of all stakeholders involved in the process?
- Have you considered how stronger collaboration can positively impact culture and productivity?

Don't do this alone. Contact Neurodiversity Together.



- Organisations often underestimate the complexity of creating and embedding neuro-inclusive approaches.
- Whilst having an Employee Resource Group (ERG) is an important element, it is only one of many ingredients needed to achieve success.

Neurodiversity Together can help you plan and understand how your organisation can benefit commercially and culturally from neuro-inclusion, whether you only want an introductory talk or a broader education or consulting project.

As a final point, don't overcomplicate neuro-inclusion.

Ask yourself what is the one simple thing you can do tomorrow to start making a positive change.

About Neurodiversity Together

Neurodiversity Together enable businesses to **unlock the hidden commercial value** and **cultural benefits** of neuro-inclusive approaches for everyone in their organisation.

I'm Steven Ingram, Founder of Neurodiversity Together. As a neurodivergent person, I was often disappointed by how existing "best practice" approaches did not enable neurodivergent people, their managers and colleagues and their companies to maximise the benefits that neuro-inclusion can bring.

Unfortunately, I have met far too many people with similar experiences.

Neurodiversity Together combines:

- Over 15-years consultancy experience, specialising in change, culture, learning, HR, and process optimisation.
- A lifetime of lived experience with autism, ADHD and a stammer, including challenges and many successes.

Neurodiversity Together's approaches are different, innovative and most importantly they work. They have been designed to enable big change through small adjustments and empower everyone to be a part of the change.

"I've never seen someone with a mind quite like Steven's. He analyses complex situations with lightning speed and pinpoints challenges and quickly identifies solutions."

Global change leader and neurodiversity advocate

"Steven has an amazing ability to make overwhelming concepts easy to understand. Everything he says is so obvious, yet I've never heard anyone else saying it."

Director – Equity, Diversity & Inclusion

Neurodiversity Together has contributed to a range of Government work on neurodiversity, including working with Sir Stephen Timms MP, Minister for Social Security and Disabled People.

Meet the team



Steven Ingram
Founder and director



Kate Miller
Admin and support

Neurodiversity Together's offerings



Financial analysis and modelling for neuro-inclusion

Using our unique tooling, Neurodiversity Together can estimate the cost and revenue impact that unintentional poor neuro-inclusive practices have on your organisation, as well as recommend how you can maximise these opportunities.



Neurodiversity health check and recommendations

Providing your organisation with an understanding of what you are doing well and recommendations and opportunities for improvement by reviewing your policies, processes, systems and tools as well as hearing from your people.



Consultancy and advisory services

With a comprehensive knowledge of the end-to-end employee lifecycle, policies, processes, core systems, as well as experience of designing and implementing culture change, we can provide a range of options to suit your needs.



Organisational awareness and empowerment

Whether a talk, training or a broader change programme, we provide awareness through use of real-life scenarios, exploring the points of view of several stakeholders and looking at simple, easy to implement actions for the future.

How our offerings can benefit you



More informed and strategic decision making for neuro-inclusion through new, more detailed, data insights.



Your people will have more collaborative and stronger relationships through greater understanding of each other.



By increasing psychological safety, your people will be empowered to grow and achieve greater productivity.



Get in touch



steven@neurodiversitytogether.com



<https://www.neurodiversitytogether.com>



<https://www.linkedin.com/in/steven-ingram/>



<https://www.linkedin.com/company/neurodiversitytogether/>

