

Supporting conversations around neurodiversity



Manager's Checklist

By facilitating open discussions about the unique needs of your employees, you can create an environment where everyone can thrive.

This checklist is designed to help you have better conversations around neurodiversity, so your employees feel safe and supported in disclosing their neurodivergence if they choose to do so.

Use this checklist to reframe your approach to conversations past, present and future. Work through each point in the before, during and after sections, taking time to consider any areas for improvement.

Before the conversation

I will...

- Have an understanding of different neurotypes. I.e. ADHD, dyslexia, autism
- Be open to learning about unique perspectives and experiences
- Understand how to be an active and empathetic listener
- Review my company's neurodiversity policies and ensure my team can access them
- Anticipate the direction of the conversation and prepare questions
- Plan plenty of time for the discussion and any next steps that follow

During the conversation

I will...

- Thank them for sharing their experience
- Listen without interrupting or jumping to conclusions
- Respect and validate their experience
- Ask clear, direct questions that are free from jargon*
- Facilitate rather than force the conversation
- Establish clear next steps

***Examples of questions you could ask your employee:**

- How best can I support you?
- Are there any adjustments that might help you?
- Would you like me to share this with HR or keep it between us?
- Do you already have strategies that work well for you?
- Would you like to check-in on this regularly?

After the conversation

I will...

- Recap what was discussed in a clear follow-up email
- Set out a plan for moving forward and share it with my employee
- Action any reasonable adjustments discussed
- Share these with the wider team where appropriate and with the individual's consent
- Check in again with my employee at a later date
- Remain open to discussing neurodiversity with everyone on my team

Explore our full range of resources, designed to help you better support your neurodiverse team.

Visit Bupa's Neurodiversity Hub <https://www.bupa.co.uk/inclusive-health/neurodiversity>