



Webinar

# Understanding **ADHD** in the workplace



**Hazel Leighfield**

Lead Business Disability  
Partner, BDF



**Daniel Cadey**

Senior Disability Business  
Partner, BDF



**Andy Rigby**

Regional Manager,  
Posturite



**David Mitchell**

Enablement Account  
Manager, Posturite



Creating a disability-smart  
world together



Webinar



# What is ADHD?

- Attention Deficit Hyperactivity Disorder (ADHD) is a developmental condition (present from birth and is lifelong)
- A neurobiological spectrum condition affecting attention, impulses and concentration
- Symptoms are divided into two categories of **inattention** and **hyperactivity or impulsivity**
- Behaviours can include difficulty concentrating, becoming restless or anxious, or appearing to others to be 'un-organised'



Webinar



# Is ADHD a disability?

- Neurodifference, like other disabilities, is determined to be a disability if it has a substantial impact on someone's everyday activities
- Substantial means more than trivial
- An employer has a duty (under the Equality Act 2010) to make reasonable adjustments for someone facing a barrier at work (if) they know or could be reasonably expected to know that the employee has a disability



Webinar



# How might ADHD appear in the workplace?

- Difficulty organising workload or difficulties with time management, prioritising tasks
- Procrastination, difficulty making decisions, starting or completing a task
- Appearing distracted or losing focus, missing details or forgetting things
- Problems with working and short term memory
- Difficulty retaining conversation
- Impulsivity can lead people with ADHD to speak 'out of turn', interrupt or be excessively talkative
- Hyperactivity can lead to struggling with following directions



Webinar



## How can we support?

1. Anticipate barriers
2. Make changes



Webinar



# What do we mean by barriers?

- A barrier is a process, a practice or the environment that leads to a person being less effective in their role than they would be with reasonable adjustments being made
- **Consider that a person is being 'disabled by their environment' rather than their Neurodifference disabling them**
  - A noisy, open plan office with many distractions
  - A culture of tight deadlines and moving them
  - Inability to access supportive technology or processes



Webinar



# Reasonable adjustments

## “Adjustments are performance tools”

- Extra time to prepare for meetings, presentations etc
- Physical space, quiet zones
- Communication methods to suit the individual
- Technology and methods of working
- Break down tasks into smaller chunks
- Provide written communication for lengthy information
- Checking information and instructions have been captured



Webinar



# Supporting performance

- Support with planning tasks
- Changing hours of work or scheduling particular duties at certain times
- Encouraging note taking and recording meetings and discussions
- Allow for regular short breaks to help re-focusing
- Time and space to complete work in a quiet space
- Allow additional time to process information
- Be led by the individual: discuss how they want you to communicate information and instructions





Webinar



# Creating a positive culture - all of us

- Starting the conversation quickly breaks down perceived barriers
- Spot and focus on the barriers and do something about it
- Don't be afraid to get things wrong, when intent is good it's better to act than do nothing
- Be an ally, use your voice and demonstrate the behaviours you expect from others
- Improve colleagues understanding of Neurodifference and how they can support



Webinar



# Technology tips

Some activities can be supported through tech solutions, and not just for ADHD

We can all benefit from better ways of working! Here are some examples...

- Odd name but **BRAINTOSS** is an app that captures thoughts or actions throughout the day and emails everything to you
- Scrivener writing software – great tool to help writing content, split screen between working document and research content
- Use of **bullet journals** (Ryder Carroll) – The Index, Future Log, Monthly Log, Daily Log
- **Mindmapping** tools – Mindmaster, Mindjet
- Collaborative team tech can help to capture ideas, planning and aid communication



Webinar



# Things to remember

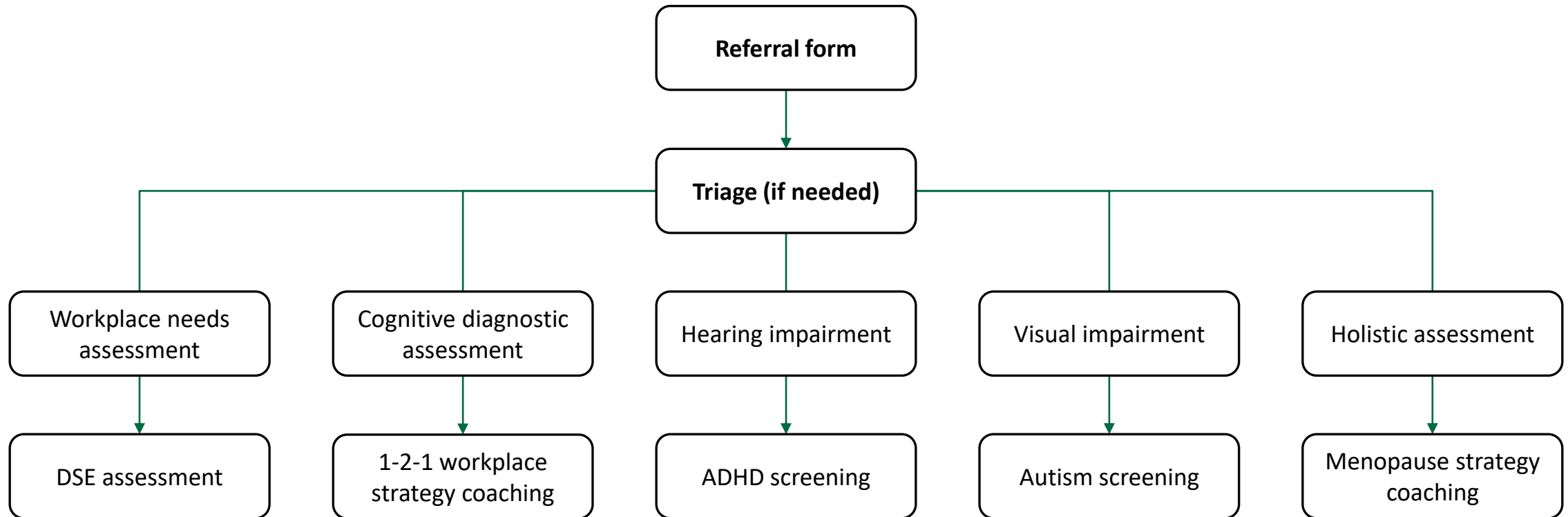
- **There is no one-size-fits-all solution** – just because someone is neurodiverse, doesn't mean that all people with Neurodifference have the same barriers and need the same adjustments
- The first step should be the organisation or the manager identifying that a barrier may exist and not relying on the employee to raise a request
- **Adjustments shouldn't be prescriptive** – don't impose adjustments unilaterally – ask the individual what will help – where reasonable – provide them with that
- **Use experts** – sometimes you will need support from an expert to work out precisely what sort of adjustment is needed (a needs assessment) – not all neurodiverse people know exactly what adjustments they need, and the adjustment process can be an opportunity for you to help them work it out
- **Review regularly** – an adjustment is ongoing, once in place set a regular review period to check with the individual that the adjustment is working, and if any further adjustments are needed



Webinar



# How can Posturite help?

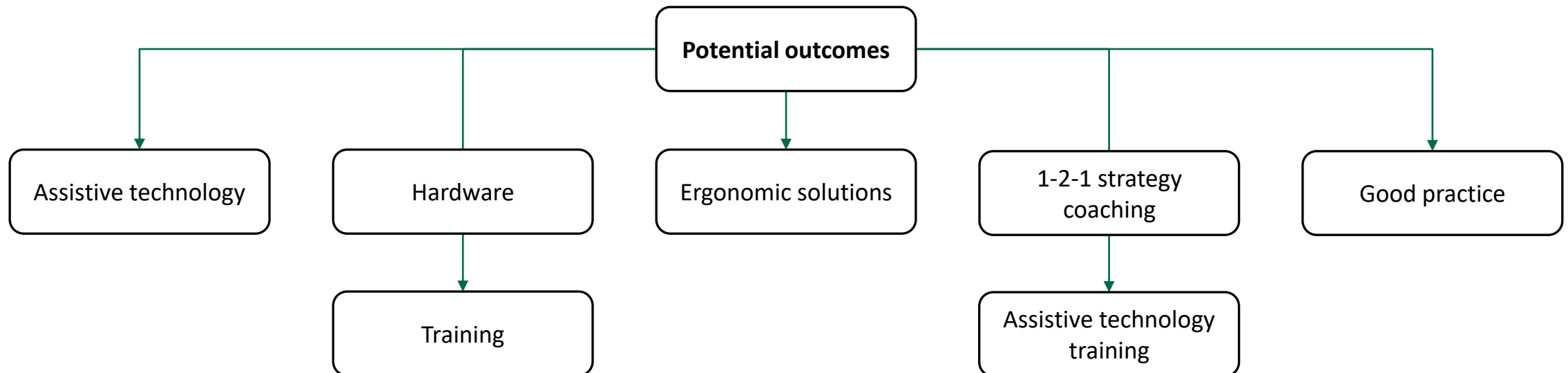




Webinar



# How can Posturite help?





Webinar



# How can Posturite help?

- **Webinar attendee offer** – first 50 organisations to contact us to conduct either a Workplace Needs Assessment or an ADHD Screening Assessment will receive a £50 reduction in fee
- This can be done by contacting [enablement@posturite.co.uk](mailto:enablement@posturite.co.uk)
- Workplace Needs Assessment - ~~£399~~ **£349**
- ADHD Screening Assessment - ~~£599~~ **£549**



Webinar



# Any questions?

Leave your questions for the panel in the Q&A box

- Andy Rigby, Enablement Lead [andyrigby@posturite.co.uk](mailto:andyrigby@posturite.co.uk)
- David Mitchell, Enablement Account Manager [davidmitchell@posturite.co.uk](mailto:davidmitchell@posturite.co.uk)
- Hazel Leighfield, Business Disability Forum [hazell@businessdisabilityforum.org.uk](mailto:hazell@businessdisabilityforum.org.uk)
- Daniel Cadey, Business Disability Forum [danielc@businessdisabilityforum.org.uk](mailto:danielc@businessdisabilityforum.org.uk)
- General enquiries to [enablement@posturite.co.uk](mailto:enablement@posturite.co.uk)



# Webinar

[posturite.co.uk/subscribe](https://posturite.co.uk/subscribe)

Sign up to our emails to hear about future webinars and much more



@posturiteltd



/posturiteltd



@posturite



posturiteltd



/posturite