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COURSE BROCHURE

# Neurodiversity at Work Training Course for Managers

28 November – 2 December 2027
Amman

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Registered in the United Kingdom and Saudi Arabia

# Neurodiversity at Work Training Course for Managers

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Neurodiversity at Work is a 1-week training course for managers, human resources partners and team leaders who lead colleagues with autism, attention differences, dyslexia and related profiles, ending with a team adjustment plan each participant takes back. More employees now disclose a neurodivergent profile, and organisations that adapt how work is set out keep scarce talent. Jupiter Prime Training runs Neurodiversity at Work for leaders in offices, plants and service teams.

## Why Neurodiversity at Work Matters Now

Three shifts bring neurodivergent colleagues to the centre of everyday leadership. Diagnosis in adulthood is far more common, so managers meet disclosures they were never prepared for. Open-plan offices and constant messaging raise sensory and attention demands, hitting some people hardest. Employers also face skills shortages in analysis, engineering and quality roles where pattern recognition and deep focus are prized. A manager who adapts the environment and the way tasks are set out retains capable people; one who relies on a single way of working sees burnout, conflict and early exits. The course rests on established occupational psychology research, explained in plain terms.

## Who Gains Most from Neurodiversity at Work

- Leaders who set daily priorities, deadlines and meeting routines for a team
- Human resources partners who handle disclosure, adjustment requests and case notes
- Recruiters and hiring managers who design interviews and assessment tasks
- Supervisors of shift, laboratory or production crews with strict procedures
- Mentors and buddies who support new starters through their first months

A line manager and the human resources partner who supports that team gain most when they attend together.

## Neurodiversity at Work Capabilities

Participants learn to turn a general wish to include into specific changes in tasks, spaces and conversations.

- Assess the sensory, attention and communication demands of each role — adjustment decisions
- Design task briefs with written steps, examples and clear priorities — workload allocation
- Apply a respectful disclosure conversation that keeps confidentiality — trust with the employee
- Build interview and assessment formats that test the job, not social polish — hiring panels
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Weigh reasonable adjustments against cost, safety and team routines — senior managers and human resources
- Communicate feedback in direct, structured and predictable ways — performance conversations

## Key Neurodiversity at Work Terms

- Neurodiversity — the natural variation in how human brains process information, attention, language and sensory input.
- Neurodivergent — describing a person whose thinking differs from the typical pattern, for example through autism, attention differences or dyslexia.
- Workplace adjustment — a change to tasks, equipment, timing or surroundings that removes a barrier for one employee.
- Sensory load — the combined noise, light, movement and interruption a person must filter while working.
- Masking — hiding natural traits to fit in, which often drains energy and leads to exhaustion.
- Executive function — the mental skills used to plan, sequence, start and switch between tasks.

## Neurodiversity at Work Day by Day

## Day 1: Thinking Differences and the Workplace

- Common Neurodivergent Profiles — Strengths and Barriers Each Brings to Work
- Barrier-Focused Thinking — Where Responsibility for Workplace Obstacles Sits
- Masking and Burnout Patterns — Early Signs a Leader Can Notice
- Executive Function Demands of Modern Jobs — Planning, Switching and Interruption Load
- Team Climate Self-Check — Current Openness to Different Working Styles

## Day 2: Adjustments, Spaces and Tools

- Role Demand Profile — Mapping Sensory, Social and Attention Requirements
- Adjustment Request Process — Disclosure, Confidentiality and Record Keeping
- Sensory Environment Changes — Lighting, Noise, Seating and Quiet Zones
- Assistive Technology Options — Text-to-Speech, Reminders and Focus Aids
- Adjustment Cost and Safety Review — Deciding What Is Reasonable

## Day 3: Communication and Task Design

- Clear Task Briefs — Written Steps, Examples and Done Criteria
- Meeting Formats for Different Processors — Agendas, Pauses and Written Follow-Up
- Direct Feedback Structure — Specific, Predictable and Free of Hidden Meaning
- Change Announcements — Preparing People Who Rely on Routine
- Conflict Between Working Styles — Mediating Misread Signals in a Team

## Day 4: Recruitment, Progression and Retention

- Neuro-Inclusive Job Adverts — Removing Unneeded Requirements and Jargon
- Interview Alternatives — Work Samples, Questions in Advance and Paced Panels
- Onboarding Buddies and Written Guides — First Weeks Without Guesswork
- Performance Reviews Without Bias — Judging Output Rather Than Style
- Progression Routes — Specialist Tracks Alongside People Management Paths

## Day 5: Practising the Team Adjustment Plan

- Role Demand Case Study — Applying the Profile to a Real Vacancy
- Disclosure Conversation Rehearsal — Practising With Observers and Feedback
- Task Brief Rewrite — Testing Clarity With a Peer Reader
- Indicators of Inclusion — Retention, Absence and Engagement Signals to Track
- Team Adjustment Plan — Changes, Owners, Review Dates and Support

## Applying Neurodiversity at Work After the Course

- Complete a role demand profile for two roles in your team and agree one sensory or scheduling change for each.
- Rewrite the next three task briefs you issue with written steps and done criteria, then ask recipients how clear they were.

## Neurodiversity at Work Questions FAQ

### What is neurodiversity at work and why does it matter now?

Neurodiversity at work is the practice of leading people whose brains process information differently, so their strengths are used and barriers removed. It matters now because adult diagnosis is rising and skills shortages make losing capable people costly.

### Which roles gain most from neurodiversity at work training for managers?

Line managers, team leaders and human resources partners gain most.

### How does neurodiversity at work differ from a general diversity and inclusion course?

Neurodiversity at work focuses on thinking differences and the practical changes they call for in tasks, spaces and conversations. A general diversity course covers many identity groups.

### What do you bring back from neurodiversity at work training?

You bring back a team adjustment plan for your own area. You also gain a role demand profile method, a clear task brief format and a rehearsed disclosure conversation.

## Neurodiversity at Work: The Way Forward

The team adjustment plan records the changes agreed for each role, who owns them and when they will be reviewed. Its first use is deciding which barrier to remove this month, from noisy seating to unclear briefs. Managers and human resources partners share it. After the first review, revisit how far the whole team, not only those who disclosed, benefits from the changes.