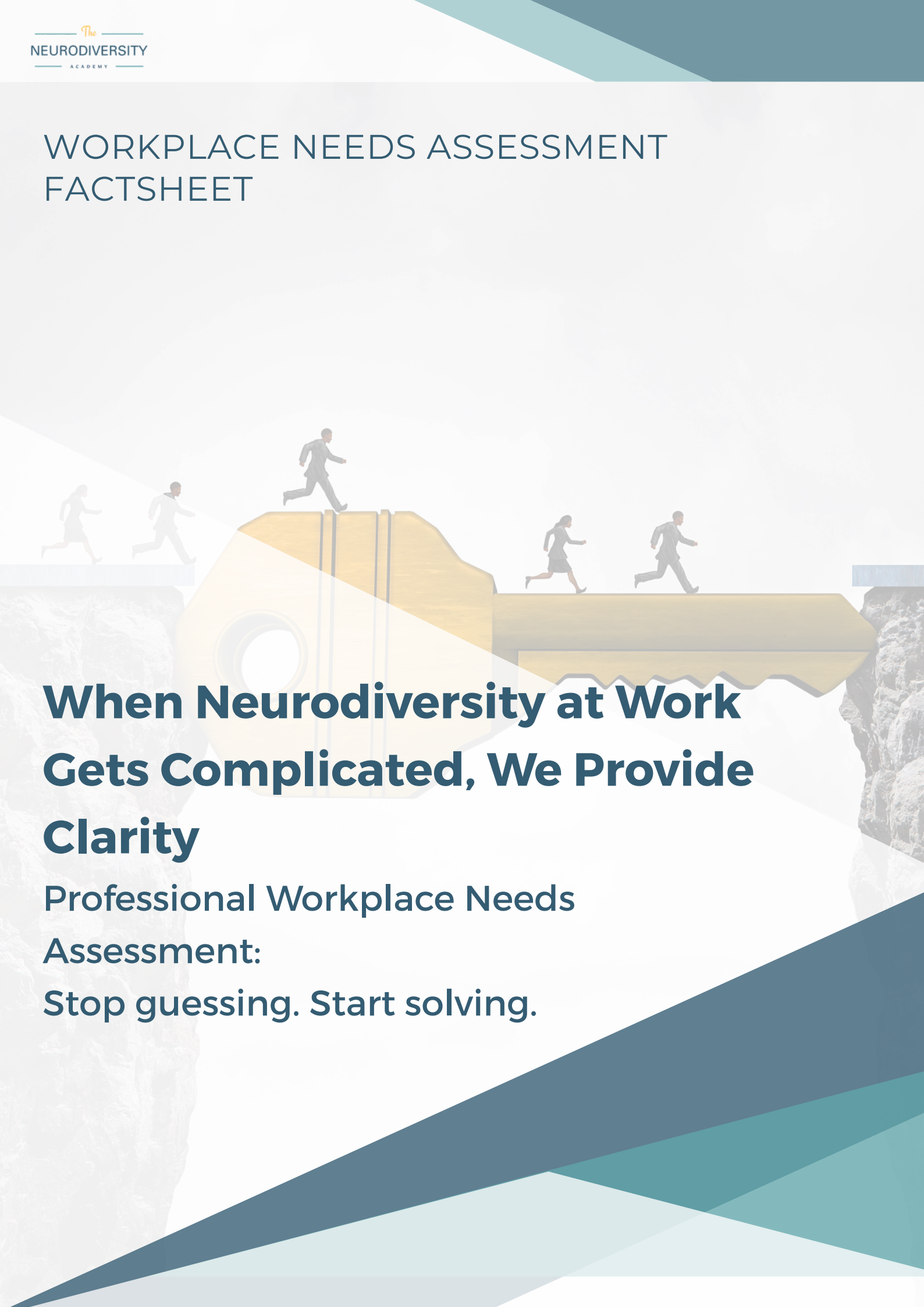


# WORKPLACE NEEDS ASSESSMENT FACTSHEET



## **When Neurodiversity at Work Gets Complicated, We Provide Clarity**

Professional Workplace Needs  
Assessment:  
Stop guessing. Start solving.

## WHAT IS A WORKPLACE NEEDS ASSESSMENT?

A Workplace Needs Assessment (WPNA) is professional analysis that solves two critical HR problems:

### Problem 1: The "I Don't Know What I Need" Situation

- Employee is struggling but can't articulate what would help
- HR wants to support but doesn't know what realistic adjustments to make
- Everyone feels stuck in uncertainty

### Problem 2: The Performance + Protection Problem

- Underperforming employee mentions neurodivergence
- Risk of discrimination claims and tribunal exposure
- You need documented evidence you've done everything reasonable

Our Solution: Systematic assessment that identifies what's actually needed - with recommendations that work for both employee AND employer.

**Investment:** £600

**Timeline:** 2 weeks from the final meeting to report

**Includes:** Professional assessment + written report + 30 days implementation support

### What You Get:

- ✓ Clear identification of actual challenges (not guesswork)
- ✓ Practical recommendations within your workplace constraints
- ✓ Sourcing guidance and recommended suppliers (so you know exactly where to get what you need)
- ✓ Tribunal-ready documentation
- ✓ Implementation guidance and 30-day support
- ✓ A report that works for everyone - employee, manager, HR, and business

## HOW IT WORKS:

### Week 1: Professional Analysis

#### Pre-Assessment Phase

- Confidential questionnaire completed by employee, line manager and HR
- Review of job description and role requirements
- Assessment of any existing accommodations already in place
- Optional: Review of diagnosis/medical information (if employee chooses to share)

#### Professional Interviews

- Employee Meeting: Detailed discussion of challenges, strengths, and workplace experience
- Line Manager Meeting: Role requirements, performance concerns, and practical constraints
- HR Meeting: Policy context, legal requirements, and implementation considerations

#### Environmental & Role Evaluation

- Workplace setup and potential triggers
- Daily routines, task demands, and workflow analysis
- Communication patterns and feedback styles
- Stacking effect analysis (which trigger combinations cause problems)

### Week 2/3: Report Development & Delivery

#### Comprehensive Analysis

- Integration of all interview findings
- Professional evaluation of role-specific challenges
- Assessment of realistic workplace solutions
- Legal compliance review from a WPNA perspective

## Written Report Delivery

**Timeline:** Within 2 weeks of final meeting

- Clear identification of what's causing difficulties
- Specific, practical recommendations tailored to your workplace
- Cost breakdown (no-cost, low-cost, and investment options)
- Implementation timeline and responsibilities
- Tribunal-ready professional documentation

## Post-Delivery: Implementation Support

30-Day Follow-Up Period

- Email support for implementation questions
- Guidance on sourcing recommended solutions
- Clarification on any report recommendations
- Follow-up to ensure adjustments are working effectively

## WHAT CAN BE RECOMMENDED?

- No-Cost or Low-Cost Adjustments
- Training & Support
- Structured Approaches

## WHY CHOOSE A WPNA - The Business-Focused Solution

### Our Professional Assessment Provides:

- ✓ **Speed:** 2-week turnaround from commission to report
- ✓ **Value:** £600 investment prevents £15,000+ tribunal costs
- ✓ **Practicality:** Recommendations that work within your real constraints
- ✓ **Dual Focus:** Supports employee AND protects employer
- ✓ **Implementation:** Clear guidance on exactly what to do next

### DUAL PROTECTION:

For the Employee:

- ✓ Professional assessment of actual needs
- ✓ Practical support that works
- ✓ Clear understanding of what's expected
- ✓ Proper adjustments that make a real difference

For the Employer:

- ✓ Documented evidence of reasonable adjustments
- ✓ Realistic recommendations you can deliver
- ✓ Tribunal-ready documentation
- ✓ Clear process showing systematic approach
- ✓ Legal protection if the situation escalates

### WHY TRIBUNALS MATTER:

One employment tribunal can cost £15,000+ plus legal fees, management time, and reputational damage.

### Tribunals expect to see:

- Professional assessment (not manager guesswork)
- Systematic approach (clear process followed)
- Reasonable adjustments (documented evidence)
- Proper implementation (audit trail of decisions)

### Our Workplace Needs Assessments tick all boxes.

We consistently see tribunals rule in favour of employers who commissioned a professional assessment & followed recommendations appropriately.

## WHO SHOULD BOOK?

### Situation 1: The Struggling Employee

- ✓ Employee is neurodivergent (diagnosed or self-identified)
- ✓ Experiencing challenges at work
- ✓ Unsure what support would help
- ✓ HR wants to support but doesn't know what's realistic

**Result: Clear, practical support plan that works.**

### Situation 2: The Performance + Neurodiversity

- ✓ Employee underperforming or on performance management
- ✓ Neurodivergence disclosed as factor
- ✓ Need to show you've done everything reasonable
- ✓ Risk of discrimination claims or tribunal

**Result: Professional documentation and legal protection.**

### Situation 3: The Proactive Organisation

- ✓ Want to prevent issues before they escalate
- ✓ Creating genuinely inclusive workplace
- ✓ Supporting neurodivergent employees properly
- ✓ Reducing legal risk and tribunal exposure

**Result: Clear systems and confident decision-making.**

## WHY CHOOSE TAMZIN & THE NEURODIVERSITY ACADEMY?

### Expertise & Qualification

- Psychology background + lived experience + formal qualifications
- Sees both employer AND employee perspectives
- No generic, one-size-fits-all advice

### Business Understanding

- Combines neurodiversity expertise with HR knowledge
- Understands workplace constraints and budgets
- Realistic recommendations you can actually implement

### Legal Confidence

- Recommendations meet Equality Act 2010 duties
- Tribunal-ready documentation
- Consistent positive tribunal outcomes
- Reduces legal risk significantly

### Practical Results

- Clear next steps, not just problems listed
- Implementation guidance included
- 30 days support to ensure success
- Proven track record

### Process Integrity

- Confidential and respectful throughout
- Professional approach
- Both employee and employer perspective valued
- Clear communication at every stage

## WHAT HAPPENS NEXT:

Option 1: Book a 15-Minute Consultation Call. Discuss your specific situation. No obligation. Just clarity on whether WPNA is right for you.

Option 2: Commission Your Assessment. Ready to proceed? Complete our brief form or send us an email, and we'll start within 1 week.

## CONTACT:

### The Neurodiversity Academy

**Email:** [hello@theneurodiversityacademy.com](mailto:hello@theneurodiversityacademy.com)

**Phone:** 07393424234

**Website:** <https://www.theneurodiversityacademy.com/wpna>

**Investment:** £600 | **Timeline:** 2 weeks | **Includes:** Report + 30 days support

Professional workplace needs assessment across the UK. Remote delivery available.

## WHAT OUR CLIENTS SAY

"We were about to issue a final warning when we hired Tamzin. With her structured approach, we gained the confidence and accommodations needed. Now we have a team member who is engaged and producing great work. I would highly recommend her services." Head of People, Professional Services

"I recommend The Neurodiversity Academy to everyone. Every business needs to ensure they have this right - it really does make a difference." People Manager, Tech Company

"My member of staff went from underperforming, having so much time off to being our top performer and in line for a promotion."  
Senior HR Business Partner, 300+ employees