



FREE DOWNLOAD

# Neuro-Inclusivity Onboarding Toolkit

Nurturing Neurodivergent Talent



# Checklist: Obtaining Consent to Share Neurodivergent Identity

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It is imperative to secure consent from new neurodivergent employees before sharing their identity.

In your new employee's onboarding email, include this checklist to gather the employee's consent:

## Checklist

- I consent to Human Resources and my manager being informed that I identify as neurodivergent in order to facilitate workplace support.
  - I consent to my immediate team members being informed that I identify as neurodivergent in order to facilitate workplace support.
  - I consent to colleagues outside of my immediate team being informed that I identify as neurodivergent in order to facilitate workplace support.
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# Onboarding Email

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Welcoming and introducing your newest team member is the first step to a wonderful relationship of openness and authenticity.

**Subject: Subject: Welcoming Our Newest Team Member [Employee's Name]**

Dear [Team/Department] Members,

I'm thrilled to introduce our newest team member, [Employee's Name], who brings a wealth of talent and unique perspectives to our [team/department]. They have a background in [add professional history] and [add personal interest or anecdote]. [Employee's Name] has chosen to share that they identify as neurodivergent, a term that encompasses a range of neurological differences such as autism, ADHD, and dyslexia. We are committed to fostering an inclusive and supportive work environment for all our team members, and I encourage each of you to join me in extending a warm welcome to [Employee's Name].

To ensure a smooth transition and create a workplace that accommodates everyone's needs, we'd like to ask for your cooperation in understanding and supporting [Employee's Name]. Here are a few tips to keep in mind:

- 1. Be Open and Approachable:** If [Employee's Name] chooses to share more about their neurodivergent identity, listen attentively, and be open to learning from their unique perspectives. Remember everyone is on a different stage of their identity journey.
- 2. Ask the Person:** If you have questions about preferences or working styles, ask [Employee's Name]. Asking questions shows you are accommodating, supportive, and collaborative.
- 3. Focus on Strengths:** Consider the strengths and talents [Employee's Name] brings to our team. Embrace a strengths-based approach, acknowledging the valuable contributions they can make.

If you have questions or would like more information about how to support [Employee's Name], feel free to reach out to [Manager's Name] or our Human Resources department.

Let's all work together to make [Employee's Name]'s onboarding experience positive and welcoming. Thank you for your cooperation, and let's look forward to creating a supportive and inclusive environment for everyone on the team.

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## Talent

Xceptional offers structured job coaching for both managers and new hires. Our support and mentoring ensures a successful working relationship and meaningful growth for both parties.

## Training & Consulting

Xceptional's training is offered through live webinars, in-person workshops and online, which can be followed at your own pace. Our training is designed for HR, general management, and team members.

## Coaching

Xceptional provides support packages to ensure organisations can harness the neurodivergent and ensure neurodivergent individuals, managers and co-workers thrive.

## Assessments

Xceptional utilises unique activity-based technology to uncover the talents of neurodivergent candidates.

# Want to learn more?

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UNLOCKING NEURODIVERGENT  
POTENTIAL FOR EXCEPTIONAL  
WORKPLACES

# Our Team



**Kurt McLachlan**

**Chief Executive Officer**

Kurt is a learner and big picture thinker who believes we all have a responsibility to shape a more equitable world. He has over 25 years experience in strategy consulting, strategic design, impact investing, not for profits, disability and B2B sales. With education in Health Sciences, Theology and an MBA in Social Impact he is adept at the intersection of social impact, business operations and governance.



**Edmund D'Cruz**

**General Manager**

Edmund is a highly accomplished leader with 20 years experience in senior roles across multiple industries and countries. He excels in strategy and team building. Edmund has previously transformed Phoenix House into an innovative, award winning social impact institution. Edmund also draws from experience in the NSW Department of Education, WorleyParsons and global roles at SAP. Edmund holds a Master's in Tertiary Education Management, Master of Business in Information Technology and completed INSEAD's Regional Management Program.



**Nicole Done**

**Chief Wellness and Inclusion Officer**

Nicole is a seasoned professional with 25 years experience in neurodiverse education and employment. Starting in special education, Nicole witnessed children's triumphs over societal barriers. In adult education, she created the award winning EDMed program for Ronald McDonald House of Charities. At Xceptional, Nicole collaborates with clients, transforming neurodivergent lives through inclusive HR practices, consulting and job coaching. Nicole authored Xceptional's training programs which have been showcased nationally to 5,000 participants.

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# Any Questions?

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