



FREE DOWNLOAD

# Neuro-Inclusivity Onboarding Toolkit

Nurturing Neurodivergent Talent



# Neurodiversity Onboarding Process for HR Managers:

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## Suggested process:

- 1. Acknowledging Neurodiversity's Significance:** Recognise that approximately 15% of the Australian workforce identifies as neurodivergent, emphasising the need for an inclusive workplace. Embracing neurodiversity allows tapping into a diverse pool of talents, ideas, and innovative problem-solving approaches.
  - 2. From Deficit to Strengths-Based Approach:** Shift from traditional deficit models to a contemporary, strengths-based perspective. Understand and appreciate the unique strengths and abilities neurodivergent individuals bring to the workplace, such as attention to detail, creative problem-solving, and fresh perspectives on complex issues.
  - 3. Fostering Openness and Authenticity:** Encourage an environment where neurodivergent individuals feel comfortable being open about their identity. This newfound transparency enhances employee well-being, productivity, and retention, contributing to a positive workplace culture.
  - 4. Smooth Transition:** Asking for Preferences: When onboarding a new neurodivergent employee, initiate the process by asking for their preferences. Recognise that each individual's experience is unique, and their comfort level in sharing their identity may vary. Tailor the onboarding process to accommodate their needs.
  - 5. Obtaining Consent for Identity Disclosure:** Obtain formal or informal consent from the neurodivergent employee before sharing their identity with the team. Utilise a simple checklist to gather consent, ensuring a strengths-based approach focused on facts and privacy.
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# Onboarding Email

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## 6. Introducing the New Employee via Email

Craft a positive and direct email announcement introducing the new neurodivergent team member. Set the tone for a welcoming and inclusive workplace, providing background information and emphasizing the commitment to fostering a productive, inclusive and supportive work environment. that accommodates everyone's needs.

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

Dear [Team/Department] Members,

I'm excited to introduce our newest team member, [Employee's Name], who brings a wealth of talent and unique perspectives to our [team/department]. [Add professional history] and [add personal interest or anecdote]. [Employee's Name] XXX has chosen to share they identify as neurodivergent / autistic/ an ADhder/ dyslexic.. 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]. We ask you to consider **these few tips**.

**11. 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 (ATP):** 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 be neuro inclusive [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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## Beyond the onboarding process

Ensure your team is well-equipped with neuro-inclusive practices to welcome and understand the nuances of neurodivergence.

Upskill the organisation to create a supportive, productive, and inclusive workplace. Cover aspects such as:

- Inclusive language
  - Potential adjustments in team communication cadences and physical environments,
  - Coworking
  - Working styles and executive functioning
  - Flexibility
  - Sensory sensitivities
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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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