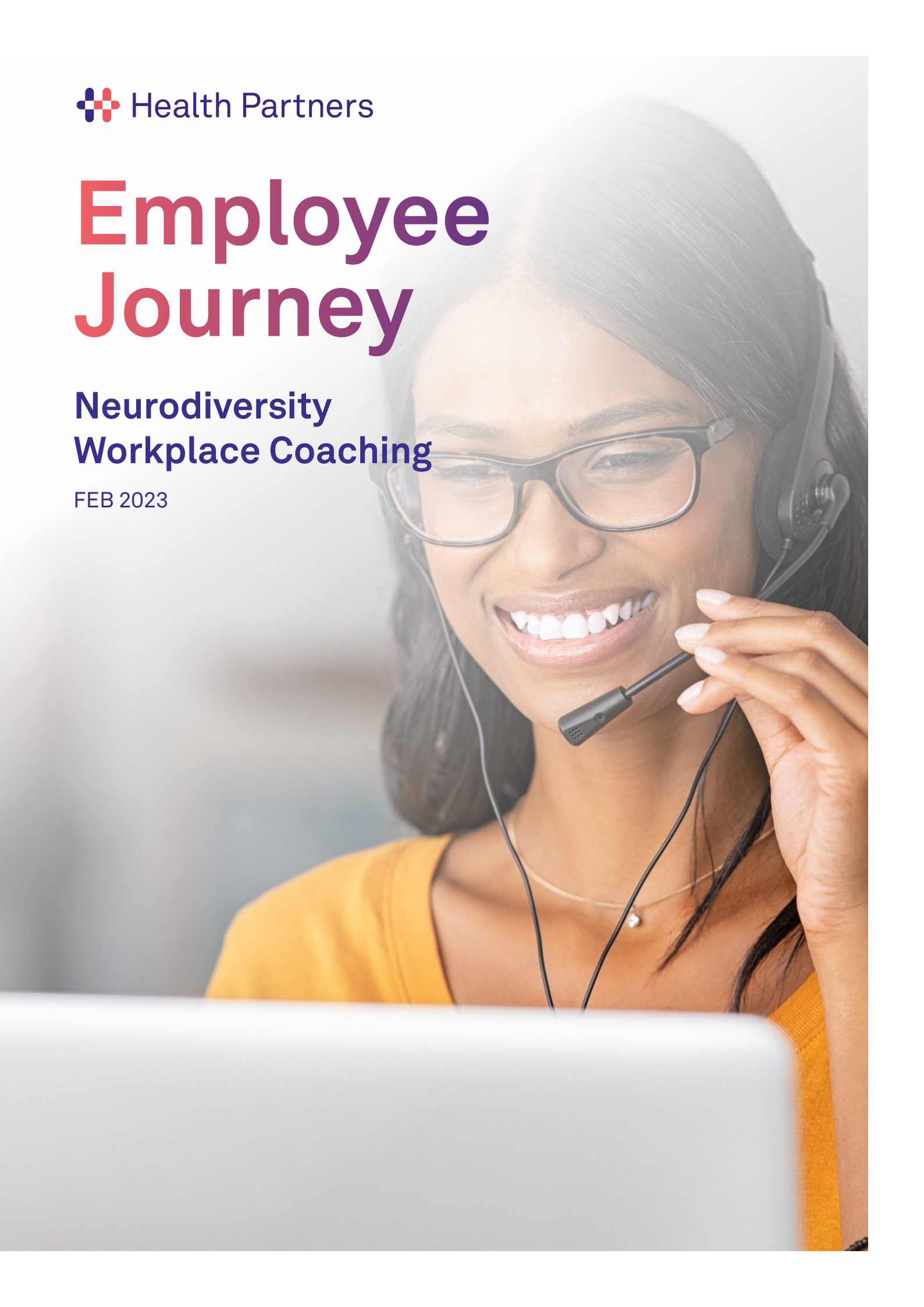




Employee Journey

Neurodiversity
Workplace Coaching

FEB 2023



Neurodiversity Workplace Coaching

This information sheet details how workplace coaching works and what to expect.

What is workplace coaching?

- A series of 1:1 sessions facilitated by a neurodiversity workplace coach who will work with you to develop a range of coping strategies to develop your self-efficacy and feel empowered.
- Coaching by its nature is personalised to an individual, unlike training and development courses that have pre-set learning outcomes and objectives. The strategies developed and practised will be tailored so that they work in way that you prefer to learn and process information.
- For many neurodivergent people, workplace coaching can be one of the most effective forms of workplace support.

Coaching is a strengths-based, solution-focused approach to enable neurodivergent individuals to be their best at work. Some areas that may be addressed are:

Work Based Skills Coaching

- Planning and organisation
- Time management
- Reading techniques
- Writing techniques
- Attention and focus
- Memory
- Study skills
- Maths related skills
- Embedment of assistive technology into practice

Coaching:

- Decision making
- Social communication
- Professional communication
- Self-advocacy
- Perspective taking
- Problem solving
- Conflict resolution
- Time/space boundaries
- Impact of their condition
- Masking and camouflage
- Stress
- Emotional wellbeing
- Confidence building
- Energy techniques and pacing
- Motivation
- Professional development



What happens when I have been referred for coaching?

Once your referral has been allocated to a neurodiversity workplace coach, the workplace adjustment coordinators will be in contact with you to book the series of coaching sessions. These coaching sessions are usually delivered in a block, and we find that sessions are most effective when space two weeks apart.

- You will receive an email confirmation of your coaching appointments (date and time) and this will include a meeting link (via Teams or Whereby).
- Once appointments are confirmed these appointments will be shared with the referrer.

Coaching checklist

Your coaching sessions will be delivered virtually. You will need:

- ✓ Access to a computer or smart phone that is audio enabled
- ✓ Access to video conferencing (Whereby or Microsoft teams) or telephone
- ✓ Access to a comfortable private space away from noise and distractions
- ✓ The ability to take notes
- ✓ Prepare by considering what you want to talk about on the day

What happens during the first and subsequent coaching session?

- The coach will conduct a short ID Check for every call.
- During your first session, we will:
 - identify goals that you'd like to work on
 - agree the ground rules that will set the foundation for working together
 - discuss practicalities like notice for cancellation of a session and confidentiality.
- We will talk about the current expectations within your role further exploring your strengths and challenges within the workplace.
- Depending on your workplace needs assessment report, we will work with you to develop potential solutions and coping strategies to support the key areas of focus.
- Resources may be provided to you after the session if deemed appropriate.
- Between the sessions, you may agree to try out the strategies that were discussed and can come back to the next session with feedback.

What happens at the end of a block of coaching?

- After the agreed number of coaching sessions, we will send you a summary report outlining the topics that we have discussed.
- If you require more coaching sessions, you will need to consent to share the summary report with the referrer. Any additional sessions will be at the discretion of your employer and we will require authorisation to proceed.

Frequently Asked Questions

What if I need to cancel my appointment?

We understand that cancellations may be required. You will receive text reminders 2 days in advance of your appointment, which will prompt you to cancel if required.

Please make sure you cancel any session with at least 48 hours' notice by emailing wpateam@healthpartners.uk.com or calling 01273 013771.

Any late cancellation will be charged as per cancellation policy. Following two consecutive cancellations (under 48 hours policy) or non-attendance, the referrer will be contacted on the case to authorise any future appointments. The referrer will have 5 working days to respond or the appointments will be cancelled.

I would like support in my sessions. What do I do?

If you need specific adjustments such as advocacy, please contact us in advance by emailing wpateam@healthpartners.uk.com or calling 01273 013771.

Can I bring my Line Manager?

No, bringing a Line Manager to coaching would require a different type of session which is called facilitative coaching (co-coaching). If you would like this type of session, please contact us by emailing wpateam@healthpartners.uk.com.

Is this counselling?

No, this coaching specialises in your workplace needs. Your coach is not a mental health counsellor.

I have feedback for my coach – what can I do?

We want to ensure that your experience with us is the best it can be, therefore if there are any elements you have feedback on, please do get in touch so we can look into this. You can contact us on wpateam@healthpartners.uk.com. At the conclusion of your coaching block, you will also receive a survey which can be used to provide additional feedback.



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