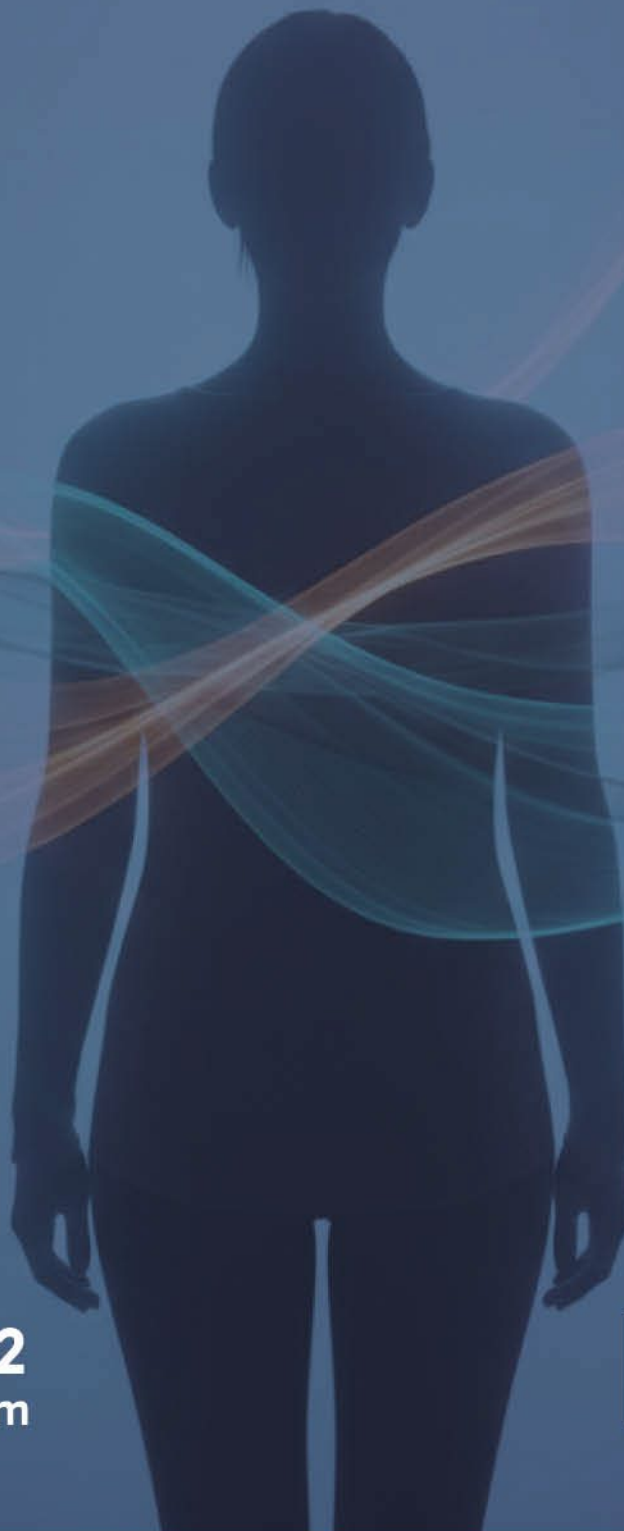


SENSORY PROCESSING DIFFERENCES AWARENESS IN THE WORKPLACE

COURSE OUTLINE



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 **Capital**
TRAINING

Sensory Processing Differences Awareness in the Workplace

Course Description

This interactive training explores sensory processing differences and how they affect focus, comfort, and wellbeing at work. Participants will learn to identify sensory triggers and design environments that support regulation and productivity. The session combines case studies, reflective exercises, and practical strategies to help employees create sensory-friendly practices that benefit both neurodivergent and neurotypical colleagues.

Course Duration:

3 Hours

Target Audience:

- Employees at all levels
- Teams seeking to improve collaboration and inclusivity
- Staff who want to better understand and support colleagues with sensory processing differences

Learning Outcomes:

By the end of this course, participants will be able to:

- Understand sensory processing differences and their impact on work
- Identify common sensory triggers and regulation strategies
- Explore inclusive design for lighting, noise, layout, and digital interfaces
- Promote sensory-friendly meeting and collaboration practices
- Embed sensory inclusion into hybrid and flexible working models

Modules:

Module 1:	Introduction & Objectives
Module 2:	Understanding Sensory Processing Differences
Module 3:	Identifying Sensory Triggers and Regulation Strategies
Module 4:	Inclusive Design for Workspaces and Digital Environments
Module 5:	Sensory-Friendly Meetings and Collaboration Practices
Module 6:	Embedding Sensory Inclusion into Hybrid and Flexible Working
Module 7:	Wrap-Up & Reflection (10 mins)

Module 1: Introduction & Objectives

- Welcome and icebreaker: “What helps you feel comfortable at work?”
- Course overview and objectives
- Setting a safe, respectful learning environment

Module 2: Understanding Sensory Processing Differences

- What sensory processing differences mean in workplace contexts
- Common sensory systems affected: visual, auditory, tactile, olfactory
- Strengths: heightened awareness, creativity, attention to detail
- Challenges: overstimulation, fatigue, reduced focus
- **Activity:** Myth-busting quiz — participants challenge stereotypes and misconceptions

Module 3: Identifying Sensory Triggers and Regulation Strategies

- Examples of sensory triggers: noise, lighting, textures, smells, digital overload
- Regulation strategies: breaks, sensory tools, flexible environments
- **Activity:** Case study discussions — “How would you respond in this situation?”

Module 4: Inclusive Design for Workspaces and Digital Environments

- Designing physical spaces: lighting, noise control, layout, breakout areas
- Designing digital spaces: clear interfaces, reduced visual clutter, accessibility features
- **Activity:** Group exercise — redesigning a workspace or digital workflow for inclusivity

Module 5: Sensory-Friendly Meetings and Collaboration Practices

- Adjusting meeting formats: agendas, breaks, hybrid participation options
- Encouraging flexible collaboration styles
- **Activity:** Brainstorm — “What sensory-friendly practices could we introduce in our team?”

Module 6: Embedding Sensory Inclusion into Hybrid and Flexible Working

- Strategies for remote and hybrid work: home office adaptations, digital etiquette
- Policies and practices that embed sensory inclusion

- **Activity:** Reflection exercise — participants write 2–3 personal commitments

Module 7: Wrap-Up & Reflection (10 mins)

- Key takeaways
- Q&A
- Feedback and next steps