

ADHD AWARENESS IN THE WORKPLACE

COURSE OUTLINE



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 **Capital**
TRAINING

ADHD Awareness in the Workplace

Course Aims

This interactive session helps participants understand ADHD in professional settings, focusing on executive function, attention regulation, and emotional self-management. Delegates will explore how ADHD traits can impact productivity, communication, and wellbeing, while also learning how to harness strengths such as creativity, energy, and hyperfocus. The course combines case studies, reflective exercises, and facilitated discussion to build awareness and confidence in supporting colleagues with ADHD.

Duration

3 hour workshop

Target Audience

- Employees at all levels (non-managerial focus)
- Teams seeking to improve collaboration and inclusivity
- Staff who want to better understand and support colleagues with ADHD

Learning Outcomes

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

- Understand how ADHD affects attention, memory, and emotional regulation
- Recognise common workplace challenges and strengths associated with ADHD
- Apply strategies for task management, feedback, and communication
- Explore reasonable adjustments and inclusive performance support
- Promote a strengths-based approach to neurodivergent inclusion

Course Content

Session 1 - Introduction & Objectives

- Welcome and icebreaker: "What does focus mean to you at work?"
- Course overview and objectives
- Setting a respectful, safe learning environment

Session 2 - Understanding ADHD in the Workplace

- ADHD traits: executive function, attention regulation, emotional self-management
- Strengths: creativity, energy, hyperfocus, problem-solving
- Challenges: distractibility, time management, working memory, emotional regulation
- Activity: Myth-busting quiz — participants challenge stereotypes and misconceptions

Session 3 - Everyday Experiences of Colleagues with ADHD

- Impact on productivity, communication, and wellbeing
- Examples of barriers in workplace processes and team dynamics
- Activity: Case study discussions — "How would you respond in this situation?"

Session 4 - Practical Strategies & Adjustments

- Task management techniques: breaking down tasks, prioritisation, reminders
- Communication strategies: clarity, feedback, alternative formats
- Reasonable adjustments: flexible scheduling, assistive tools, supportive environments
- Activity: Group brainstorm — "What small changes could we make tomorrow?"

Session 5 - Promoting Strengths-Based Inclusion

- Recognising and valuing ADHD strengths in teams
- Encouraging psychological safety and peer support
- Using neuro-affirming language and challenging stereotypes
- Activity: Reflection exercise — participants write 2–3 personal commitments

Session 6 - Wrap-Up & Reflection

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