

DYSLEXIA AWARENESS IN THE WORKPLACE

COURSE OUTLINE

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Dyslexia Awareness in the Workplace

Course Aims

This interactive session focuses on dyslexia and its impact on reading, writing, memory, and processing speed. Participants will learn how to design inclusive documents, presentations, and workflows that support dyslexic colleagues while enhancing clarity for all. The course combines case studies, reflective exercises, and practical demonstrations to build awareness and confidence in supporting colleagues with dyslexia.

Duration

3 hour workshop

Target Audience

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

Learning Outcomes

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

- Understand how dyslexia affects information processing and communication
- Identify inclusive design principles for documents, slides, and systems
- Explore assistive technologies and workplace adjustments
- Recognise dyslexic strengths such as visual thinking and problem-solving
- Promote inclusive communication across teams

Course Content

Session 1 - Introduction & Objectives

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

Session 2 - Understanding Dyslexia in the Workplace

- Dyslexia traits: reading, writing, memory, and processing speed differences
- Strengths: visual thinking, creativity, problem-solving, big-picture perspective
- Challenges: spelling, organisation, working memory, speed of processing
- Activity: Myth-busting quiz — participants challenge stereotypes and misconceptions

Session 3 - Everyday Experiences of Colleagues with Dyslexia

- Barriers in communication, documentation, and workplace systems
- Examples of inclusion and exclusion in daily workflows
- Activity: Case study discussions — "How would you respond in this situation?"

Session 4 - Inclusive Design Principles

- Designing documents and slides for clarity and accessibility
- Using plain language, clear layouts, and supportive formatting
- Creating workflows that reduce cognitive load
- Activity: Group exercise — redesigning a sample document for inclusivity

Session 5 - Assistive Technologies & Workplace Adjustments

- Tools: text-to-speech, spell-check, dictation software, organisational apps
- Reasonable adjustments: flexible deadlines, alternative formats, supportive feedback
- Everyday actions employees can take to support colleagues
- Activity: Brainstorm — "What adjustments could help in our workplace?"

Session 6 - Promoting Inclusive Communication

- Encouraging team practices that value clarity and accessibility
- Using neuro-affirming language and challenging stereotypes
- Building psychological safety and peer support
- Activity: Reflection exercise — participants write 2–3 personal commitments

Session 7 - Wrap-Up & Reflection

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