



Adjustments Planning Form

A simple, collaborative worksheet for ND staff and managers

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Important note

This resource is intended to support understanding and good practice in neuro-inclusive workplace design. It provides general guidance and does not constitute legal, medical, or clinical advice. Organisations should apply the principles in line with their own policies, regulatory obligations, and professional judgement.

Purpose

To agree practical adjustments that:

- reduce unnecessary barriers and overwhelm
- support sustainable performance
- clarify expectations on both sides
- are reviewed and updated over time

This form focuses on **what helps**, not diagnoses.

How to use this form

- Complete **together** where possible
 - Use plain language
 - Keep it practical and specific
 - Treat it as a **living document**, not a one-off
 - Adjustments can be temporary or ongoing
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Section 1. Context

Employee name: _____

Role / team: _____

Manager name: _____

Date: _____

What prompted this conversation?

(e.g. onboarding, change in role, increased workload, ongoing support)

Section 2. What's Working Well

(Start with strengths and stability)

Current aspects of the role/environment that support good work:

- _____
- _____
- _____

These should be protected where possible.

Section 3. Barriers & Pressure Points

(Focus on situations, not personal traits)

Tasks, environments, or situations that increase strain or overwhelm:

- _____
- _____
- _____

When do these tend to show up most?

(e.g. mornings, deadlines, meetings, busy periods)

Section 4. Early Signals to Watch For

(So support can happen sooner)

Early signs that capacity is dropping (as agreed together):

- Increased fatigue
- Reduced communication
- Irritability or withdrawal
- Missed details or deadlines
- Other: _____

What helps when these signs appear?

Section 5. Agreed Adjustments

(Be specific and realistic)

For each adjustment, note **what**, **when**, and **how**.

Adjustment 1

What will change?

When / in which situations?

Who is responsible for this?

Adjustment 2

What will change?

When / in which situations?

Who is responsible for this?

Adjustment 3 (optional)

What will change?

When / in which situations?

Who is responsible for this?



Section 6. Communication & Check-Ins

Preferred communication approaches:

- Written follow-up after meetings
- Clear agendas in advance
- Asynchronous responses where possible
- Explicit priorities and deadlines
- Other: _____

How often should we check in on adjustments?

- Monthly
 - Quarterly
 - Ad hoc
 - Other: _____
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Section 7. What *Not* to Do

(Important and often overlooked)

Things that make work harder or increase stress:

- _____
- _____

These should be actively avoided where possible.

Section 8. Review & Next Steps

Start date for adjustments: _____

Review date: _____

How will we know this is helping?

(e.g. reduced stress, clearer work, fewer last-minute issues)

Shared understanding statement (optional)

“These adjustments are intended to support effective, sustainable work. They will be reviewed and adapted as roles, capacity, or circumstances change.”

Employee signature (optional): _____

Manager signature (optional): _____

Leadership reminders

- Adjustments are about **access**, not advantage
 - Needs may change over time
 - Early support prevents later escalation
 - You don't need perfect solutions... **small changes matter**
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Signals this form is working

- Clearer expectations
- Fewer misunderstandings
- Earlier conversations about strain
- Improved confidence and trust
- More consistent performance over time

Bottom line

Good adjustments don't lower standards.

They **remove unnecessary friction** so people can do their best work.

This form helps make support **practical, collaborative, and normal...** exactly where it should be.

