Adjustments & Support Planning Template

Co-created worksheet that centres both capacity and strengths.

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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.

A clear orientation (for organisations)

This is not a performance plan.
It is not a capability assessment.
It is not a list of "special accommodations."

This template exists to support **co-created, humane adjustment planning** that:

- reduces unnecessary strain
- protects dignity and autonomy
- centres real capacity (not assumed capacity)
- recognises strengths as design inputs
- does **not** require diagnosis or disclosure

Used well, this tool helps organisations move from:

"What's wrong with the person?"
to
"What conditions allow this person to work sustainably?"

This template should be used **with** staff, not *on* them.
Completion is optional. Partial use is valid.

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1. Core principles (read before using)

Non-negotiables

- Adjustments are about *fit*, not deficit
- Capacity fluctuates… plans must flex
- Strengths are not "extras"; they inform design
- Safety and predictability come before optimisation
- Choice and consent are required at every step

What this template must not be used for

- Assessing resilience, attitude, or motivation
- Pressuring disclosure
- Policing behaviour or attendance
- Creating static or punitive plans

If the process increases pressure, it is being misused.

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2. How to use this template safely

Who completes it

- Ideally co-completed by the staff member and a manager/HR partner
- May be completed by the staff member alone and shared selectively
- May be revisited and revised over time

How often

- At onboarding or role change
- After periods of overload, burnout, or absence
- When patterns of strain appear
- At regular, low-pressure review points

Tone

- Curious, not corrective
- Collaborative, not evaluative
- Specific, not diagnostic

3. Section A. Context & scope (optional)

Purpose: clarify what this plan is for, without over-explaining.

- **Role / context this plan applies to:**
- **What prompted this conversation (if relevant):**
- **What this plan is intended to support:**
  - ☐ Day-to-day sustainability
  - ☐ Transition / change period
  - ☐ Recovery from overload
  - ☐ Ongoing access needs
  - ☐ Other: _____

This section can be skipped.
Plans do not require justification to be valid.

4. Section B. Capacity profile (present-focused)

Purpose: understand current capacity without comparing to the past or to others.

Rather than asking *how capable someone "should" be*, this section asks what is realistic **now**.

Current capacity tends to be:

- ☐ Steady
- ☐ Fluctuating

- ☐ Reduced (temporarily)
- ☐ Context-dependent

Capacity is most affected by:

- ☐ Cognitive load
- ☐ Sensory input
- ☐ Emotional labour
- ☐ Time pressure
- ☐ Unpredictability
- ☐ Health / recovery
- ☐ Other: _____

Signs capacity is being exceeded (early signals):

- _____
- _____

Early signals matter more than crisis points.
This is about **prevention**, not response.

5. Section C. Strengths & conditions for good work

Purpose: centre strengths as design information, not personality traits.

When conditions are right, this person tends to do their best work when:

- _____
- _____

Strengths that show up reliably:

- ☐ Deep focus
- ☐ Pattern recognition
- ☐ Creative problem-solving
- ☐ Precision / detail
- ☐ Strategic thinking
- ☐ Empathy / insight
- ☐ Systems thinking
- ☐ Other: _____

Conditions that help these strengths emerge:

- ☐ Clear priorities

- ☐ Written instructions
- ☐ Predictable workflow
- ☐ Quiet / low sensory load
- ☐ Flexible pacing
- ☐ Autonomy over method
- ☐ Advance notice
- ☐ Other: _____

Strengths are **context-dependent**.
Design for them deliberately.

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6. Section D. Friction points (design, not blame)

Purpose: identify where the environment creates unnecessary strain.

Work conditions that currently increase load:

- ☐ Unclear expectations
- ☐ Frequent interruptions
- ☐ Constant urgency
- ☐ Public feedback
- ☐ Sensory environment
- ☐ Too many platforms
- ☐ Unpredictable changes
- ☐ Meetings without purpose
- ☐ Other: _____

Specific situations that tend to be difficult:

- _____
- _____

This is not a list of complaints.
It is **data about system fit**.

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7. Section E. Adjustments & supports (co-created)

Purpose: agree practical changes that reduce harm and increase sustainability.

Adjustments should be:

- specific
- reviewable

- reversible
- framed as access, not exception

Adjustments that would reduce load:

- ☐ Written follow-up after meetings
- ☐ Clear definition of priorities / "done"
- ☐ Reduced interruptions
- ☐ Flexible start / end times
- ☐ Predictable check-ins
- ☐ Option to step away when overloaded
- ☐ Noise / lighting adjustments
- ☐ Fewer platforms or notifications
- ☐ Remote / hybrid options
- ☐ Other: _____

Supports that help maintain capacity:

- ☐ Advance notice of changes
- ☐ Recovery time after high-load periods
- ☐ Clear escalation pathways
- ☐ Agreed communication norms
- ☐ Buffer time between tasks
- ☐ Other: _____

Adjustments are **not permanent promises**.
They are working agreements.

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8. Section F. Communication & feedback preferences

Purpose: reduce misattunement and unnecessary threat.

Communication works best when:

- ☐ Instructions are written
- ☐ Feedback is scheduled, not ad-hoc
- ☐ Tone is neutral and direct
- ☐ Processing time is allowed
- ☐ Context is given before critique
- ☐ Praise is private
- ☐ Other: _____

When overload or shutdown appears, it helps if others:

- _____
- _____

This section prevents escalation by **clarifying how to support**, not by managing behaviour.

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9. Section G. Boundaries & early support

Purpose: agree what to do before things become a problem.

Early signs this plan needs revisiting:

- _____
- _____

When these signs appear, agreed responses include:

- ☐ Reduce workload temporarily
- ☐ Clarify priorities
- ☐ Pause non-essential tasks
- ☐ Switch to written communication
- ☐ Schedule a check-in
- ☐ Other: _____

This shifts organisations from crisis response to **early intervention**.

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10. Section H. Review & flexibility

Purpose: keep the plan alive without surveillance.

- **Review cadence:** ☐ Monthly ☐ Quarterly ☐ As needed
- **Who initiates review:** ☐ Staff ☐ Manager ☐ Either
- **What can be changed without renegotiation:**

_____

Plans should adapt as roles, health, or capacity change.
Revision is not failure… it is **responsiveness**.

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11. What good use of this template achieves

When used well, organisations often see:

- fewer crises
- earlier communication of limits
- improved retention
- steadier performance
- reduced burnout
- increased trust

These outcomes come from **fit**, not pressure.

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12. Organisational guardrails (important)

This template must not be used to:

- deny future adjustments
- freeze expectations permanently
- assess motivation or commitment
- require medical evidence
- justify disciplinary action

Adjustments are about **access and sustainability**, not compliance.

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13. A short reminder for leaders

Co-creating support plans is not about being "nice."

It is about:

- designing work people can actually do
- reducing hidden costs
- preventing burnout before it happens

When organisations plan around **real capacity and real strengths**, people do not need to over-extend to belong.

They can simply work.

Closing note

Adjustments are not a favour.
They are a design choice.

This template is not here to define what someone *lacks*.
It is here to clarify what conditions allow them to contribute **without harm**.

Use what fits.
Adapt freely.
Review often.