

## Supporting your staff member who has dyslexia

### The employer's role

- Dyslexia is largely an “underground” condition. Many staff who have dyslexia will not know and those that do know will most often try to hide it - for fear of ridicule and/or job insecurity.
- Letting all your staff know that this is a dyslexia friendly workplace is a good place to start.
- You could assist any dyslexic staff members by having a discussion with them to find out what things they find challenging and what you could do to help.
- Providing information for all of your staff about dyslexia is a positive place to start.
- Understanding some of the implications of dyslexia will help you support your staff member:
  - Dyslexic people resist training, promotion, new roles, because they struggle with new routines. They will need extra encouragement. They often have low self-esteem.
  - Dyslexic people often have a limited short term or working memory, so they will need assistance when receiving instructions.
  - Dyslexic people will try all sorts of methods to avoid reading or writing in front of you. It is unreasonable to ask them.
  - The symptoms that dyslexic people experience will be much greater when they are under pressure or tension.
  - Dyslexic people will need additional support in time management. You may consider suggesting that they use the time and clock functions on their phones.

### Things you can do to assist your employee

- If possible link up the dyslexic employee with a **buddy** in the workplace.
- Giving instructions is very important. Avoid giving multiple instructions. Where ever possible give instructions in two ways, say written and oral. Encourage them to write instructions down.
- Use charts and diagrams as much as possible when explaining things.
- To assist with time management - provide a wall planner and encourage its use.
- Review the way that your workplace presents written information. There is a lot of new information about how things like font and layout of information can help - or hinder employees with dyslexia
- Encourage them to use the large number of technological aids that are available.
- Above all - provide them with opportunities to use their innovative, creative skills. We all need chances to excel!