



Tip Sheet



Discussing & Implementing Reasonable Workplace Adjustments

Creating a supportive and inclusive workplace means understanding and responding to the diverse ways individuals work best. When an employee chooses to share information about their needs, preferences, or experiences, a collaborative and respectful approach to discussing reasonable adjustments helps ensure they feel heard, supported, and empowered.



What are 'reasonable' adjustments?

Practical changes to the workplace, work practices, or communication approaches to support an employee to participate and perform at their best.

Steps to guide conversations around workplace adjustments:

1

Listen and understand their experience, strengths, and support needs:

Focus on understanding their perspective before exploring possible adjustments.



2

Validate their perspective and explore solutions together:

Acknowledge what they have shared and ask open-ended questions to understand what supports they feel would be most helpful. This keeps the process person-centred and ensures adjustments reflect their preferences.

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For example:

"What would help make this aspect of your work easier or more comfortable?"

"Are there particular tools or approaches you've found helpful before?"

"Would input from HR, Wellbeing, or IT be useful in supporting any of these adjustments?"

Employees may not always know what adjustments would be most helpful, particularly if they are newly diagnosed, new to the workplace, or still exploring what supports work best for them. Where this is the case, take a collaborative approach to exploring options, trialling adjustments, and reviewing what works over time.

3

Set aside dedicated time for planning:

Arrange time to explore adjustment options together in a structured way. This signals your commitment and gives the employee space to reflect and contribute fully to the planning process.



4

Discuss confidentiality and information sharing:

Clarify how the employee would like their information to be handled. Share only what is necessary, and only with their explicit consent. Explain clearly why certain workplace teams (e.g. HR or IT) may need limited information to implement adjustments if the employee agrees.



5

Co-design adjustments that are workable for both the employee and workplace:

Approach the discussion as shared problem-solving. Explore a range of options and remain flexible. Adjustments may relate to communication, the physical environment, workflow, work patterns, or access to tools or technology. Consider together what options are practical and what alternative solutions might also meet their needs.

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6

Document strengths, needs, and agreed adjustments collaboratively:

Work together to document the:

- Employee's strengths
- Areas where support or adjustments may be beneficial
- Agreed upon adjustments
- Person/s responsible for next steps.



Keep language neutral, clear, and respectful. Ensure the employee reviews and agrees to the final document.

7

Review and adjust regularly:

Check in periodically (e.g. during supervision or performance conversations) to discuss effectivity of adjustments and whether refinements are needed. Support needs and preferences may change over time and reviewing supports regularly reinforces your ongoing commitment to the employee's wellbeing and success.



Key takeaways

- ▶ Work collaboratively with employees to understand their strengths, needs, and preferences before identifying possible adjustments.
- ▶ Focus on practical solutions that support the employee to perform at their best while remaining suitable within the workplace.
- ▶ Review agreed adjustments regularly to ensure they remain effective and continue to meet the employee's needs.



Scan QR code for more resources from the Neurodiversity Works toolkit, designed to create inclusive workplaces.

**Autism Queensland is here to help—
get in touch to learn more:**

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