

Awgrymiadau da ar gyfer cefnogi staff niwrowahanol

Term ambarél yw niwrowahaniaeth; mae'n golygu cael ymennydd sy'n wahanol iawn i'r math arferol. Mae pob unigolyn niwrowahanol yn unigryw gyda chryfderau a heriau gwahanol, ond dyma rai awgrymiadau da ar gyfer cael y gorau o weithwyr niwrowahanol.

1. Cyfathrebwch yn glir

Rhowch gyd-destun bob amser a cheisiwch gynnwys diben cyfarfodydd o fewn unrhyw wahoddiadau calendr. Rhowch agendâu ymlaen llaw a rhowch bwyntiau allweddol ar ôl hynny mewn e-bost neu neges. Rhannwch wybodaeth yn glir, gwiriwch eu bod wedi deall a rhowch gyfleoedd i ofyn cwestiynau.

2. Byddwch yn ystyriol

Byddwch yn ystyriol o galendrau gweithwyr a cheisiwch osgoi trefnu cyfarfodydd cefn wrth gefn. Ceisiwch beidio ag aildrefnu cyfarfodydd oni bai bod hynny'n gwbl angenrheidiol, yn enwedig ar y funud olaf.

3. Mabwysiadwch strategaethau rheoli priodol

Caniatewch oriau gwaith hyblyg a cheisiwch fod yn hyblyg o ran ceisiadau munud olaf am amser i ffwrdd. Wrth esbonio tasgau, rhowch y 'beth', 'pryd' a 'pham' i weithwyr er mwyn helpu i brosesu gwybodaeth. Caniatewch i sesiynau hyfforddi gael eu recordio fel y gall unigolion gyfeirio'n ôl at recordiadau.

4. Gwnewch addasiadau rhesymol

Gall addasiadau rhesymol, fel gweithio hyblyg, neu ddarparu clustffonau canslo sŵn wneud gwahaniaeth enfawr. Mae'n arfer da gwneud addasiadau rhesymol ar gyfer pob gweithiwr fel mater o drefn – maen nhw'n aml yn syml, yn rhad, gallent gefnogi ystod amrywiol o unigolion a gallant helpu i wella cynhyrchiant cyffredinol.



Top tips for supporting neurodivergent staff

Neurodivergence is an umbrella term; it means having a brain that differs significantly from the typical type. Each neurodivergent individual is unique with different strengths and challenges, but here are some top tips for getting the best out of neurodivergent workers.

1. Communicate clearly

Always give context and include the purpose of meetings within any calendar invites. Give agendas in advance and follow-up, with key points in an email or message. Share information clearly, check understanding and give opportunities to ask questions.

2. Be considerate

Be respectful of workers' calendars and try to avoid arranging back-to-back meetings. Try not to rearrange meetings unless absolutely necessary, especially at the last minute.

3. Adopt appropriate management strategies

Allow flexible working hours and be accommodating of last-minute requests for time off. When explaining tasks, give workers the 'what', 'when' and 'why' to help with processing information. Allow training sessions to be recorded so individuals can refer back to recordings.

4. Make reasonable adjustments

Reasonable adjustments, like flexible working, or providing noise-cancelling headphones can make a huge difference. It is good practice to make reasonable adjustments standard for all workers – they're often simple, cheap, could support a diverse range of individuals and can help improve the productivity.

