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# How employers can help Staff/Trainees with dyslexia

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When giving instructions, break them up into small logical 'chunks' and say things in the order they are done e.g. "Fold the paper, then put it in the box." ... not ... "Put the paper in the box after you have folded it."

Avoid passive phrases, sarcasm or double meanings e.g. "You need to lift your game".

Check in with them after they commence work to ensure they are not struggling and losing confidence.

Include family and workplace trainer in the communication loop.

Schedule more frequent contact with their trainer / assessor.

Accept assessment work in different formats e.g. mind maps, videos, photos, diagrams, PowerPoint.

Don't over-focus on handwriting – neat handwriting is difficult for dyslexic adults and obsession with neatness can detract from strengths in more important areas.



Allow for multi-sensory approaches. Adults with dyslexia are often 'picture thinkers' so use pictures, diagrams and charts. Use real objects as props. Have keywords on display in the environment so they can access the word and meaning and still maintain their train-of-thought.

Praise dyslexic trainees (all trainees) for asking questions.

Allow additional time if the dyslexic staff is required to engage with reading and writing.

Utilise mentors or study buddies and provide them with extra sets of learning resources.

Use oral assessments where possible.

Allow phonetic spelling in written work e.g. 'butifull' – unless the word is key to the subject area.

Explore technical supports aides such as speech-to-text apps for phones, narration software for computers, talking pens (they scan printed text and convert it to audio files).

## Trainee's self-esteem:

Even more debilitating than having difficulty with basic reading and writing skills can be an accompanying feeling of failure or low self-worth. The following can help:

- Emphasise the strengths of the trainee's work with specific praise.
- Provide up-to-date information on dyslexia
  - To encourage them to own it rather than hide it,
  - To inform/educate those around the trainee (management, trainer, family, peers).
- Tell stories of successful people with dyslexia.