

# TEAM LEADER'S GUIDE TO SUPPORT NEURODIVERSE PEOPLE

(WITHOUT NEEDING DISCLOSURE)





# YOUR PRACTICAL AND INCLUSIVE GUIDE

## RIGHT HERE

This guide is built on the principle of universal design—supporting neurodiverse individuals by improving conditions for all. It assumes that not everyone will disclose their needs and aims to make accommodations part of everyday team culture. It includes:



**INCLUSIVE PRACTICES THAT BENEFIT EVERYONE**



**CHECKLISTS FOR CREATING A NEUROINCLUSIVE ENVIRONMENT**



**FACT CHECKS TO CORRECT COMMON MISCONCEPTIONS**



**CONVERSATION STARTERS THAT OPEN SPACE FOR UNDERSTANDING AND SUPPORT**



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# INCLUSIVE PRACTICE CHECKLIST

## ENVIRONMENT



- ☐ Provide a quiet space for focus or decompression.
- ☐ Allow the use of noise-cancelling headphones.
- ☐ Offer flexible lighting (e.g., task lamps, avoiding harsh fluorescent lights).
- ☐ Ensure digital platforms are accessible and uncluttered.

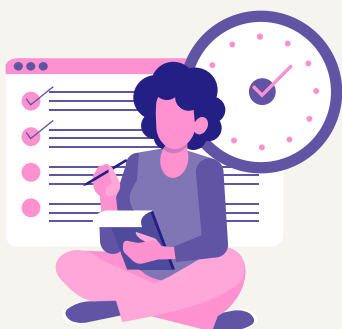
## COMMUNICATION

- ☐ Give written instructions alongside verbal ones.
- ☐ Use clear, plain language in emails and meetings.
- ☐ Avoid unnecessary jargon or sarcasm.
- ☐ Give people time to process and respond (don't pressure instant answers).



# INCLUSIVE PRACTICE CHECKLIST

## WORKFLOW & FLEXIBILITY



- ☐ Offer flexible deadlines when possible.
- ☐ Allow for different work patterns (e.g., deep work blocks, shorter sprints).
- ☐ Break down tasks into manageable chunks.
- ☐ Use task boards (e.g., Trello, Monday.com) for clarity.

## TEAM CULTURE

- ☐ Normalise breaks without judgment.
- ☐ Value different forms of participation (e.g., written input over verbal).
- ☐ Avoid putting individuals on the spot in meetings.
- ☐ Encourage 1:1 check-ins for tailored support.



# FACT CHECKS: WHAT TEAM LEADERS SHOULD KNOW

## MYTH OR TRUTH?

### DEBUNKING PROBLEM-SOLVING SKILLS

myth

“Neurodiverse people need to tell us to get support.”

Many won't disclose due to stigma or not having a diagnosis.

Myth  
Quick Fixes Work  
It's Complicated

myth

“If they're performing well, they don't need accommodation.”

Support can improve wellbeing and prevent burnout, even if someone appears to be coping.

myth

“Neurodiversity only means autism.”

Neurodiversity includes ADHD, dyslexia, dyspraxia, Tourette's, and more.

myth

“They just need to try harder to fit in.”

The goal is to adapt the environment, not force conformity.





CULTURE MOVERS

# CONVERSATION STARTERS

(SUPPORTIVE, NOT SINGLING OUT)

Use these in **team meetings** to open supportive dialogue:

## GENERAL TEAM-WIDE QUESTIONS

What helps you do your best work?  
Quiet time, collaboration, checklists?

What's one thing we could do differently to make this team easier to be part of?

Are there any meeting formats or ways of working that work better for you?

(Important: These should be routine questions asked of everyone, so no one feels singled out.)

Would it help to have some notes or summaries after meetings?

**Want help with this? Get in touch**



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CULTURE MOVERS

# CONVERSATION STARTERS

(SUPPORTIVE, NOT SINGLING OUT)

Use these in **1:1s** to open supportive dialogue:

## 1:1 CONVERSATIONS

I want to make sure this environment works for you. What helps you focus and stay on track?

How do you prefer to receive feedback, written, verbal, scheduled, spontaneous?

Is there anything about our team's ways of working that makes things harder than they need to be?

(Important: These should be routine questions asked of everyone, so no one feels singled out.)

Would it help to break big tasks into steps or set mini-deadlines?

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## CULTURE MOVERS

# OPTIONAL ADD-ONS

Encourage open communication by creating spaces where **team members feel comfortable sharing their needs and preferences**. Additionally, offer training for your team to increase awareness and understanding of neurodiversity, and **consider implementing mentorship programs that pair neurodivergent employees with supportive colleagues**. These steps can foster **a more inclusive and supportive work culture**.



01

## "HOW I WORK" TEMPLATE

Everyone fills this out to share preferences (e.g., "Best time for meetings: mornings. I prefer Slack to calls.") helping to tailor interactions and workflows to each team member's unique style.

02

## WEEKLY PULSE CHECK:

Short form asking how people are feeling, what's working, what needs tweaking. By regularly checking in, you can identify trends and areas for growth, and provide support where it's most needed.

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# FINAL TIPS FOR TEAMLEADERS

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**Model transparency:  
Share your own preferences and working style**

**Regularly revisit and refresh your approach with the team**

**Think in terms of options, not exceptions**

**Avoid assumptions about behaviour (e.g., silence ≠ disengagement)**



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CULTURE MOVERS

# OUR EXPERTS



**Sheryl**  
Workplace Design



**Ben**  
Learning Experience



**Raechel**  
Leadership & Coaching



**Sonny**  
Cultural Intelligence



**Renee**  
Behavioural Change



**Jen**  
Neurodiverse Talent

## WHO WE ARE

Specialists In Culture & Capability

**Culture Movers** provides leaders with fresh, new approaches to engage their people, elevate capabilities, build community and enhance culture. Whether it's leveraging what you already have or starting from scratch let us show you what's possible so you, your team and your organisation can move and adapt in today's ever changing world.

### About Our Experts

Our team is made up of independent experts who work collaboratively together. These experts specialise in specific areas but all agree on one main goal - supporting people to be at their best, at work, home and in the wider community.



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