

# Neuroinclusive Workplace Design and Management Training Course

5 – 9 September 2027
Accra

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Training Center

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**Ref:** 1744_231088 **Date:** 5 – 9 September 2027 **Location:** Accra **Fees:** 4100 Euro

## Overview

Neuroinclusive Workplace Design and Management Training Course is a one-week intermediate course for people functions, managers, inclusion leads, occupational health partners, and workplace designers who leave with a Neuroinclusive Workplace Action Plan. Participants examine workplace neurodiversity, inclusive communication, cognitive load, sensory inclusion, job design, recruitment, adjustments, and team practices without stereotyping or medicalizing employees. The course converts individual needs and organizational barriers into reviewable workplace practices. Agile Leaders Training Center develops practical capability in neuroinclusive workplace design.

## Who Should Attend

- People functions responsible for employee experience, policy, and workplace adjustments
- Learning functions responsible for manager capability and inclusive development
- Management functions responsible for communication, performance, and team norms
- Inclusion functions responsible for accessible recruitment and employee participation
- Occupational health and workplace-design functions responsible for removing cognitive and sensory barriers

The course assumes participants shape people or workplace practices and leaves out clinical diagnosis, treatment, generic diversity analytics, and individual medical advice.

## Departments and Industries

The course supports departments and industries that need consistent neuroinclusive practices across varied roles and work settings.

- Human resources, learning and development, inclusion, and employee relations
- Occupational health, facilities, workplace experience, and organizational development
- Technology, financial services, professional services, and digital commerce
- Healthcare, education, transportation, and public-service operations
- Manufacturing, energy, construction, and customer-contact environments

## Learning Objectives

By the end of this course, participants will be able to:

- Analyze workplace barriers through a neuroinclusion lens
- Apply inclusive communication and meeting practices
- Use cognitive-load and sensory-environment review tools
- Build accessible recruitment and onboarding processes
- Evaluate adjustment requests through collaborative review
- Develop a measurable neuroinclusive workplace action plan

## Course Agenda

### Day 1: Neuroinclusion Foundations and Barriers

- Neurodiversity Language and Assumption Check
- Strengths, Barriers, and Context Mapping Canvas
- Workplace Inclusion Maturity Scan
- Psychological Safety and Disclosure Risk Map
- Neuroinclusive Policy and Practice Gap Checklist

### Day 2: Communication and Cognitive Environment

- Communication Preference Profile
- Clear Information Design Checklist
- Cognitive Load Review Method
- Sensory Environment Walkthrough Tool
- Inclusive Meeting Design Canvas

### Day 3: Jobs, Recruitment, and Onboarding

- Essential Job Requirement Test
- Accessible Job Description Review
- Structured Interview and Objective Scoring Matrix
- Candidate Adjustment Conversation Guide
- Neuroinclusive Onboarding Journey Map

### Day 4: Adjustments and Manager Practice

- Individual Workplace Needs Conversation Framework
- Reasonable Adjustment Options Matrix
- Adjustment Trial and Review Record
- Confidentiality and Information-Sharing Decision Map
- Team Norms and Manager Support Charter

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## Day 5: Neuroinclusive Workplace Practice

- Exercise: Diagnose Barriers in a Hybrid Team Scenario
- Exercise: Redesign a High-Load Meeting
- Exercise: Evaluate an Adjustment Request
- Exercise: Build Neuroinclusion Measures and Review Cadence
- Capstone Exercise: Neuroinclusive Workplace Action Plan

## Practical Exercises

The course uses suggested activities to connect employee experience with operational workplace changes.

- Suggested activity: map cognitive, communication, and sensory barriers in an office, production, or customer-service setting.
- Suggested activity: redesign recruitment and onboarding touchpoints using accessibility and job-relevance criteria.
- Suggested activity: conduct a manager conversation that protects confidentiality and identifies workable support.
- Suggested activity: assemble the Neuroinclusive Workplace Action Plan with owners, measures, review points, and participation methods.

## FAQs

### Who suits neuroinclusive workplace design training, and what does it assume?

People functions, managers, inclusion leads, occupational health partners, and workplace designers suit the training. It assumes responsibility for shaping work practices but requires no clinical background.

### How does neuroinclusive workplace design differ from generic diversity training?

Neuroinclusive workplace design changes communication, tasks, environments, recruitment, meetings, and adjustment processes, while generic diversity training usually addresses broader awareness, representation, and organizational culture.

### What is a neuroinclusive workplace adjustment?

A neuroinclusive workplace adjustment is an individualized change to tools, communication, timing, environment, tasks, or management practice developed with the employee and reviewed for effectiveness.

### How can managers reduce cognitive and sensory load at work?

Managers can reduce cognitive and sensory load through clear instructions, predictable changes, focused meetings, quieter options, task sequencing, suitable breaks, and regular review of individual preferences.

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## How should neuroinclusive workplace practices be measured?

Neuroinclusive workplace practices should be measured through process use, employee experience, barrier removal, adjustment timeliness, recruitment accessibility, manager capability, and agreed outcome indicators rather than disclosure counts alone.

## Conclusion

Participants take a Neuroinclusive Workplace Action Plan back to work. It connects barrier analysis, communication, cognitive and sensory design, recruitment, onboarding, adjustment processes, manager practice, and measurement. It changes scattered accommodations into coordinated practices with named owners, employee participation, and scheduled review.