

2025



Workplace Needs Assessments

**Providing reasonable adjustments to
set your employee's up for success!**

Created by:

Annabelle Chester BSc, MSc, PCC, GMPsS

What is it?

A Workplace Needs Assessment (WPNA) determines bespoke reasonable adjustments that could be put in place to support the employee. Each assessment is unique to each employee and their job role.

Why do we need it

Well firstly... it is part of the Equality Act! So really you have to do it. But really, why wouldn't you?



- WPNAs give organisations guidance on how to best support each of their employees.
- A WPNA helps identify reasonable adjustments for neurodiverse employees, or those with hidden disabilities such as endometriosis, MS, or head injuries.
- Setting someone up for success will improve their productivity, engagement, psychological safety, wellbeing and career satisfaction.
- A WPNA may give the **tools** to both employers and employees to **help** the individuals to **cope** in a **fast-paced** and **high-pressured** environment, such as **law, IT and finance**.

Below are some research results that show the importance of a workplace needs assessment:

1

Perceived support **increases** the **ability** to deal with perceived demands, which results in **higher-performing** and **engaged teams**.

2

The most important influences on the **intention** of neurodiverse individuals **to leave** are; **boss support, psychological safety, and career satisfaction**.

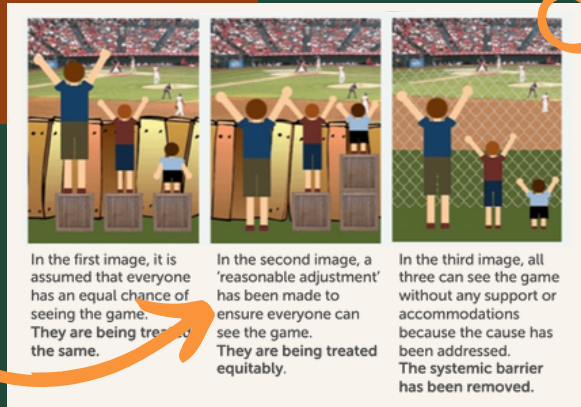
3

- Organisation's that embrace neuroinclusion have seen a:
- **28% increase in revenue**
 - **Double the net income**
 - **30% higher profit margins**

**Culture Change is here:
Contact Neurobelle for consultancy information**

If you enjoyed these stats, they are covered in more detail during our inclusive leadership workshop

WPNAs are here



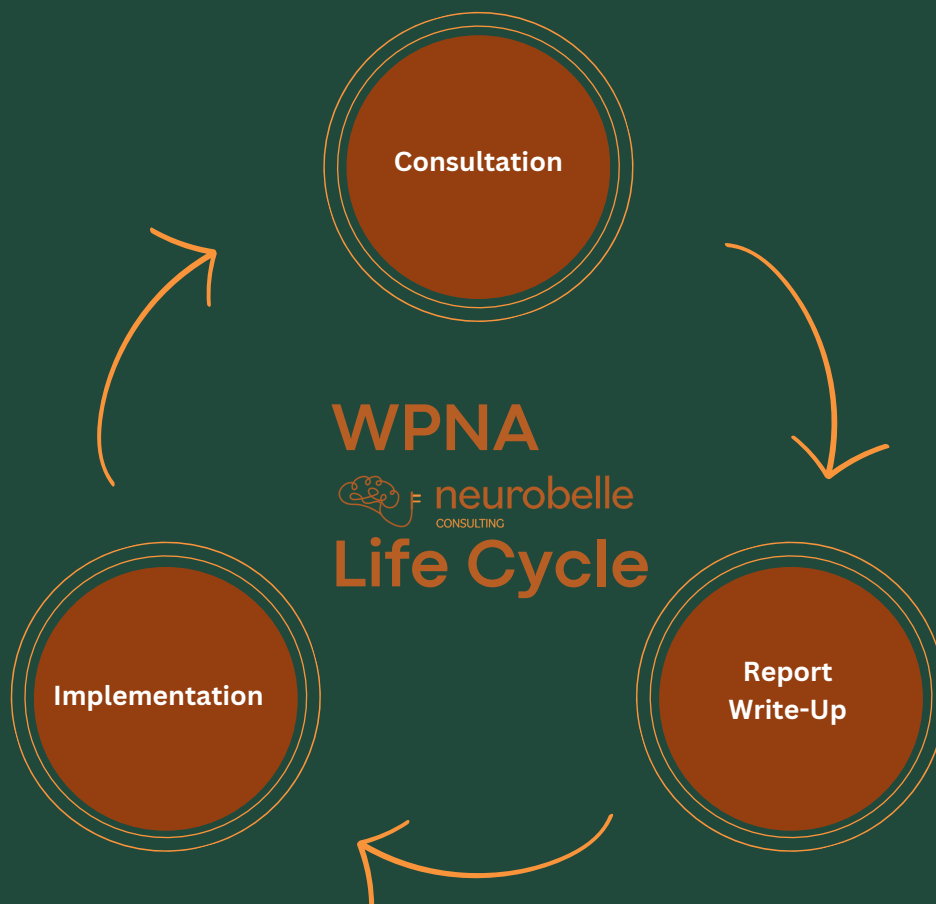
Why Neurobelle Consulting?

- We understand the nature of high performing and highly confidential industries such as Law or IT, so we ensure each report is also mindful of potential confidentiality restrictions, or industry specific restrictions. Why is this good? It ensures time isn't wasted by recommending potentially unhelpful or unattainable recommendations.
- Our wait times are not months! We aim to get the assessment booked as soon as possible, and from this date it is never longer than 14 working days.
- We are authentic and straight to the point. We do not add anything to the report that we do not think is relevant as we want to ensure the report is clear and concise, yet full of relevant detail.

How do we do it?

Here is a simplified breakdown on how we do it here at Neurobelle, a more detailed overview on the following pages:

- 1 Consultation**
A 2 hour consultation with the employee.
- 2 Report Write-Up**
Report of recommended reasonable adjustments provided.
- 3 Implementation**
Follow-up support to ensure appropriate implementation.





Overview of the Workplace Needs Assessment Process from beginning to end of each referral:

Beginning of each referral

- The organisation fills out the **Part A** of the **Service Form**, which will contain the employee's contact details, and allows the employer to confidentially share anything that they feel is important with the assessor.
- They also send the employee a **consent form** and **short-preassessment questionnaire** for them to complete and return.
- Once these 3 documents are sent to Neurobelle, the **organisation does not need to do anything further**.
- Neurobelle then contacts the employee to arrange a date for the assessment and will update the point of contact within the company.

Service Form

This document constitutes a "Service Form" under the service agreement to be executed between **Name of Organisation / Individual** (as Client) and **Neurobelle Consulting** (as Service Provider) on or around the date of this document (the "Service Agreement").

This document is split into three Parts; please only complete the Part(s) relevant to the Services you require.

Part A: Workplace Needs Assessment

This Part of the form must be filled out by the referrer.

Name of Referrer*	
Name of Employee being referred	
Name of Employee's Manager	
Date this Manager was paired with Employee & time together	
Date of Referral	
Reason for Referral	
Any comments (from HR or the Manager)	

*Notices are sent to this individual.

Next Steps?

Once the completed consent form and pre-assessment questionnaire are received by Neurobelle, we will contact the employee directly to arrange the assessment date. Neurobelle take it from there.

By completing this form you are agreeing to the cancellation policy below.

Cancellation policy:

If you cancel a session that has been organised by the assessor with less than 48 hours' notice prior to the assessment, the full amount will be chargeable. It cannot be rearranged.

Pre-Assessment Questionnaire: Workplace Needs Assessment
16 Oct 2024

Organisation and Referrer: **Name of Org and Name of Referrer**

	Full Name	Email Address	Contact Number	Job Title
Employee	Full Name	Email Address	Contact Number	Job Title
Manager	Full Name	Email Address	Contact Number	Job Title

Please answer each question to the best of your ability. These questions will be asked in the assessment and expanding with examples in this form is very helpful.

Describe your role:

Please describe your role, what you do on a **day to day** basis and your responsibilities.

What prompted this assessment?

Please provide some detail around what prompted this assessment to take place.

What are your strengths?

Please outline what your strengths are and what you are good at.

What are your challenges in work?

Please describe and add examples for any challenges you face at work. We have outlined examples below to act as prompts, you may or may not have challenges with these.

Challenge	Yes/No	Examples/Details

Consent Form: Workplace Needs Assessment

Organisation: **Name of Org**

First Name	First Name	Surname	Surname
Date of Birth	Date of Birth	Home Address	Home Address
Email Address	Email Address	Telephone Number	Telephone Number

The details above allow us to contact you regarding the workplace needs assessment, as well as using them as identity checks. We will use the email provided to forward you a copy of the workplace needs assessment if you request one.

Would you like a copy of the report?

Do you consent for your manager to see the report? *The report is not sent to your manager, but HR may show them the report.

By signing this consent form below, I acknowledge that I understand and agree to the following:

- My employer has clearly explained the purpose of the Workplace Needs Assessment, and I voluntarily consent to participate in it.
- I am aware that I have the right to withdraw from the assessment at any time.
- I understand that the information gathered during the assessment is directly related to my current job role. This data will be used for the assessment report and will remain confidential throughout the process.
- I understand that the assessment may be recorded to assist the assessor in reviewing the findings. Should I wish to revoke my consent for the recording, I can do so by contacting annabelle@neurobelleconsulting.com.
- After the assessment, I understand that a report will be provided to the person who referred me for the assessment. I can request access to this report if I choose.


Consultation

- The consultation is **2 hours**. We block out 2 hours 15 minutes, but we **may not use the full time**. Our thorough process allows time for additional questions and ensures that every employee feels heard and understood.
- The consultation will include questions around the employee's background information, job role, strengths and the main challenges they are facing in their current role. Along with the main chunk - the reasonable adjustments!
- Neurobelle understands that employees may not remember everything during the 2-hour consultation, so they are free to **email any additional thoughts** over until the **final report writing day**. This also goes for Neurobelle who may need to contact the employee with additional questions.

Report Write-Up

- Reports will follow this structure:
- Reports can take **up to 14 working days** to complete, however, if they can be completed quicker, they will be. Reports are very thorough yet concise, with unlimited recommendations.
- Reports are thorough and **tailored** for each individual **specifically**. Recommendations are extremely specific for each employee and are only placed in the report if the assessor believes they will be of use.
- Recommendations are that, **recommendations**.
- At Neurobelle, we understand the **unique high-pressured and fast-paced** environments **professional service** organisations such as **Law, IT and Finance** can adopt. This is **considered** during the report write up.





Workplace Needs Assessment:

16 Oct 2024

Organisation: Name of Org
Report Written By: Name of Assessor

	Full Name	Email Address
Employee	Full Name	Email Address
Manager	Full Name	Email Address
Assessor	Full Name	Email Address

Background
Outline information on employees' background, history, reason for assessment, and any diagnoses.

Strengths

- Attention to detail
- Problem-solving
-

Challenges

- Concentration: XX reported challenges with ...
- Organisation: XX explained they can find
-

Employee's Role
Please describe the employee's role, the day-to-day tasks, and responsibilities. Please also outline the employee's working hours/days and time at the company. Please also outline the equipment they have access to.

Strategies in place
Please outline strategies that are in place already, if applicable.

Additional comments
Add any additional comments you think are necessary.

Recommendations and Strategies
These recommendations can be implemented with XX and their manager. It is recommended that all parties work together to review the recommendations, agree on a timeline for the potential implementation of those recommendations and have regular conversations to discuss the efficiency.

Employee Recommendations

Management Recommendations

Equipment Recommendations

Implementation and Follow-Up

- Often there will be recommendations that are additional services such as **coaching, training and assistive technology**. Neurobelle offers coaching and training, however, for assistive technology advice, this would be through a vetted third party.
- We know there are often questions regarding how to implement specific adjustments, if there are only one or two questions, these can be emailed to Neurobelle and we will provide appropriate advice. However, we have found it very useful to offer an option for an **additional follow-up call** with the manager, employee and a member of the HR or People Team, to discuss how to implement these recommendations most effectively. We have found this very supportive for the organisation and the employee alike, as both feel they are on the same page, it speeds up the process and most importantly the employee feels listened to.

Lets Chat!

If you'd like to learn more or have any questions about how we can work together, contact me via one (or all!) of the below.



<https://www.neurobelleconsulting.co.uk>



annabelle@neurobelleconsulting.com



07722 297352



<http://www.linkedin.com/in/annabelle-chester>

