

Workplace Adjustments

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Understanding why adjustments are crucial to good management

- The following scenarios aim to show how, as a people manager, your consideration of adjustments has an impact on all areas of managing individuals and teams, from productivity and performance to motivation and career progression
- The scenarios cover some of the aspects you'll encounter later in the resources in this section
- They give the context to various situations, the main concerns of the employee and the manager's response

Scenario 1 – Liz and Joanne

Assistive technology

The context

Liz is concerned about Joanne, a member of her team. Joanne has moved three out of

Managing-adjustments-Scenarios-Part-2

Quick Links

2. Please describe the **impact** your condition has at work. This is not compulsory, but it is really valuable for understanding what you need.

3. If your condition **fluctuates**, please describe how a **good day** and a **bad day** looks like. If this doesn't apply to you, please leave the fields blank.

4. Once your adjustments have been agreed, please complete the section **"My adjustments"**. There are thirteen different **high-level categories** into which we organised the adjustments. They should be self-explanatory but if you are not sure, you can simply tick a category and a drop-down of all adjustments falling in this category will appear. There is also "Other" field for recording adjustments that are not included in the dropdowns. If the adjustment is on the list but you need to provide further detail, there is a dedicated text box at the end of the form (please see point 6 below).

5. You will need to record all agreed adjustments. Please note that you can have more adjustments in one category to **tick all that apply**.

6. You will notice two **free-text boxes** at the bottom of the form.

- "Personal work management"** is a dedicated space where you can record strategies and advice recommended for your personal use (for example, creating templates or

WPA form guidance



WPA-flowchart



Workplace Adjustments Form



NAO Human Resources

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