**Examples of Reasonable Accommodations for Dyslexia to discuss with employer/colleagues or a member of staff**(Resources: [British Dyslexia Association](https://www.bdadyslexia.org.uk/advice/adults/in-the-workplace/reasonable-adjustments-in-the-workplace); [Job Accommodation Network (US)](https://askjan.org/disabilities/Learning-Disability.cfm?cssearch=3793717_1); [Thenuga Rajeswaran](https://www.linkedin.com/in/thenuga-r-74b9a8101/) - a guest speaker for NDGiFTS Panel, dyslexic)

A Reasonable Accommodation is a change to the working environment or way of working.

Needs for accommodations vary from person to person. Not all people with Dyslexia need adjustments to perform their job, many may only need a few.

Many Reasonable Accommodations are simple, inexpensive changes that are easy to implement.

Many of such Accommodations may benefit the rest of the team (we highlighted them).

**Computer work:**

* Reading software and/or a Reading Pen, speech to text software, spell checker on all computers and on all applications, where possible  
  Examples of software:
  + **Read & Write** - literacy software that helps read text out loud, applies colored filters to web pages
  + **Dragon- Dictation** software that transcribes as you speak
* Mind-mapping software
* Anti-glare screen filter
* Change background color of screen to suit individual preference and reduce visual stress
* Where possible ensure documents sent are in particular fonts (i.e. Arial,Calibri or Verdana) and highlight which fonts to avoid (i.e. Time New Roman); choice of fond may vary for different people
* Avoid small font
* Allow frequent breaks, at least every hour
* Alternate computer work with other tasks where possible
* Avoid continuous all day computer work

**Written materials:**

* Where possible replacing of colored overlays (this is a colored sheet to be placed on top of written paper text to help reduce visual stress, preferred color can be different for different people (ex.: a turquoise blue); print resources on colored paper, change background color of computer screens and presentations

**Collaborative work & Organization:**

* Verbal instructions over written (can be followed with written so long as the verbal discussion is held first)
* Written instructions to be in short bullet points
* Understanding around extra time may be required for certain tasks (ex. extra time for reading)
* Discussing the material, giving summaries and/or key points
* Where possible present information in other/additional formats e.g. audio or video, drawings, diagrams, and flowcharts
* Ask someone else to take the Minutes of meetings
* Use digital recorders
* Write a memo outlining a plan of action
* Check understanding, review priorities regularly
* Build planning time into each day
* Remind of important deadlines, use calendars
* Write a layout for regular tasks with appropriate prompts, for example for meetings or taking notes

**Concentration**

* Make sure there is a quiet space available away from distractions such as doors, busy phones, loud machinery
* Allocate a private workspace if possible
* Allow an employee to work from home occasionally, if possible
* Use a “do not disturb” sign when tasks require intense concentration
* If interrupting, allow the person to pause and write down what they are doing to refer to when resuming work

**Tips for organization of property**

* Ensure that work areas are organized, neat and tidy
* Keep items where they can be clearly seen, for example shelves and bulletin boards
* Ensure the team returns important items to the same place each time
* Color code items, if appropriate
* Ensure work areas are well lit

**Questions to consider for an employer:**

* What limitations is the employee experiencing?
* How do these limitations affect the employee and the employee’s job performance?
* What specific job tasks are problematic as a result of these limitations?
* What accommodations are available to reduce or eliminate these problems? Are all possible resources being used to determine possible accommodations?
* Has the employee been consulted regarding possible accommodations?
* Once accommodations are in place, would it be useful to meet with the employee to evaluate the effectiveness of the accommodations and to determine whether additional accommodations are needed?
* Do supervisory personnel and employees need training?