

ACTION PLAN FOR ONGOING NEUROINCLUSIVE PRACTICES

A planning tool for inclusive workplaces



*This template helps organizations identify **goals, strategies, and review points** for integrating neuro-inclusive practices into hiring, leadership, and team culture.*

Organization / Team:

Manager/Lead

Date Created

Review period

How to Use this Worksheet

This worksheet can help workplace leaders create an plan to help workplaces be more inclusive of all minds. Making workplaces neuro-inclusive means everyone feels welcome and supported.

Neurodivergence:

The idea that people's brains work in different ways. These differences are a normal part of human diversity. Examples include autism, ADHD, dyslexia, dyspraxia, dyscalculia, Tourette syndrome, sensory processing differences, auditory processing disorder, traumatic brain injury, and other neurological differences.

- **Inclusion:**

Creating environments where everyone feels welcome, valued, and supported, regardless of how they think, learn, or communicate. For example, workplaces may provide tools or supports that help people do their best work.

A Planning Tool for Inclusive Workplaces

This tool helps groups plan how to make their workplaces more inclusive. It helps them improve hiring, leadership, and teamwork.

How to Use This Plan

1. **Goals:** Decide what you want to achieve. Think about hiring, communication, support, leadership, and teamwork.

Goal Example:

- Goal: Make hiring more inclusive.
- Why: This helps find the best job candidates.
- Success: More people with different thinking styles are hired.

Action Example:

- Action: Train hiring managers.
- What: Teach them how to interview candidates with diverse thinking styles
- Who: HR team.
- Needs: Trainers, materials.
- When: Next month

Define Goals

Identify clear, achievable goals that support neuro-inclusive hiring and workplace practices.

Example areas: hiring practices, communication, workplace supports, leadership approaches, team culture.

Goal 1	
Goal 2	
Goal 3	

Strategies & Actions

A goal such as *“improve inclusive hiring practices”* becomes more effective when it is clearly defined. For example, a team might aim to **review job descriptions for inclusive language or introduce skills-based interview options**.

Outline the strategies and actions that will help achieve these goals.

Example:

If your goal is to improve inclusive hiring practices, a strategy might be to **review current hiring processes for accessibility and clarity**. Actions could include **updating job descriptions, offering alternative interview formats, or providing interview questions in advance**.

It can also be helpful to identify **who will be responsible**, what **resources may be needed**, and an approximate **timeline** for implementation.

Goal	What will be implemented	Who will be responsible	Resources or supports needed	Timeline

Success Indicators

What Are Success Indicators?

Success indicators describe how you will know a goal has been achieved or is making progress. They help measure results and identify whether strategies are working.

Example:

If the goal is to improve inclusive hiring, success indicators might include:

- Updated job descriptions using inclusive language
- Managers trained in neuro-inclusive interview practices
- Positive feedback from candidates about the hiring process

Progress Check-Ins

Regular check-ins help ensure that goals and strategies stay on track. These check-ins provide an opportunity to review what is working well, identify challenges, and adjust your approach if needed. Scheduling time to reflect on progress helps keep neuro-inclusive practices **active and ongoing** rather than a one-time effort.

Check in dates:

Questions to Review During Check-Ins

- What progress has been made toward our goals?
- What strategies are working well?
- What challenges have emerged?
- What adjustments could improve outcomes?

Measuring Success

Identifying how you will measure success helps you understand whether your strategies are making a difference. Success does not always mean completing every goal immediately—it can also include **progress, learning, and positive changes in workplace practices**. Consider what signs will show that your efforts are improving inclusion and support for employees.

Examples may include:

- Employee feedback
- Retention and job satisfaction
- Team collaboration and engagement
- Improvements in hiring and onboarding processes

How will success be measured?

Next Steps

After identifying your goals and strategies, think about the first actions you can take to begin implementing them. Starting with small, realistic steps can help build momentum and encourage continued improvement over time.

One immediate action we can start this month:

Long-term goal for our workplace:

Closing Message

Thank you for taking the time to reflect on and strengthen neuro-inclusive practices in your workplace. Creating more inclusive environments benefits not only neurodivergent employees, but entire teams and organizations. By setting goals, trying new strategies, and reviewing progress regularly, employers can build workplaces where **diverse ways of thinking and working are recognized as valuable strengths**.