

Staff and Managers Dyslexia support pack



Tips to help your Dyslexic Staff / Colleagues:

- Give verbal as well as written instructions and ask instructions to be repeated back to confirm that the instruction has been understood correctly.
- Give clear concise and direct instructions; do not hint or make assumptions that you have been understood.
- Provide information on pastel coloured paper (find out which colour helps the person to read best)
- Ensure that the written material is always in font size 12 minimum and in a clear font with no italics used
- Utilise information prepared in other formats for example audio or videotape, drawings, diagrams and flowcharts
- Consider the use of coloured overlays (£3.47 each or £27.11 for a pack of 11 various colours)
www.thedyslexiashop.co.uk
- Alternate computer work with other tasks where possible.
- Give instructions at most 2 at a time, this helps with memorising what you have asked of them
- Encourage co-workers not to disturb the person unless absolutely necessary.
- Ensure that each task is completed before starting another.
- Remind the person of important deadlines and review priorities regularly.
- Supply and use a wall planner.

For further information, advice or guidance please contact: