

# BUILDING CONFIDENCE

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# AT WORK

A SELF-HELP GUIDE FOR  
NEURODIVERGENT PEOPLE





Navigating the workplace as a neurodivergent person can feel overwhelming, but it doesn't have to be. This course is specifically tailored to empower you to embrace your unique abilities, overcome self-doubt, and confidently navigate workplace challenges.

Through relatable insights, neurodivergent-focused strategies, and practical tools (which you'll find throughout the course), you'll learn to identify how your brain works best, communicate your needs effectively, and recognise the incredible value you bring to your role. By the end of the course, you'll have a clear understanding of the accommodations or adjustments that can support you to thrive—and the confidence to request them without hesitation.

# WELCOME

# USING THIS

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# RESOURCE

This is your personal space to explore, learn, and grow as you move through the course. You can either answer the reflection prompts online, or print out your journal depending on what feels right for you.

## **Why Reflect?**

Reflection helps you uncover insights, revisit lessons, and develop strategies that work for you. While optional, journaling is a powerful way to connect with the material on a deeper level.

## **Getting Started**

After each lesson, use the prompts provided to guide your reflections. If you prefer, print the journal to create a keepsake you can revisit whenever needed.

## **What's Inside**

The journal includes lesson-specific prompts and resources to help you recognize patterns and build strategies. There's also space for additional thoughts.

## **A Gentle Reminder**

Be kind to yourself. Write honestly and take your time. Some insights come quickly; others take reflection. This is your journey. Your journal is a living resource. Looking back can reveal growth, patterns, and strategies to reinforce what works for you. Journaling is an act of self-care - a tool to enrich your learning long after the course ends.

# Lesson 1: Welcome

*Reflection Prompt: “What would I like to learn about my experience in the workplace and changes that I might like to see put into place?”.*

What do I hope to achieve from this course?

Are there specific skills or strategies I'm looking to develop?

What does an ideal work environment look like to me?

# Lesson 1 Continued

What steps can I take during this course to ensure I'm actively working toward the workplace experience you envision for myself?

# Lesson 2: What Kind of Problems Do Neurodivergent People Face at Work?

*Reflection Prompt: “What are the main issues I experience in the workplace?”.*

What is the biggest issue I face in the workplace?

Is this (or something similar) an issue I've experienced in other workplaces?

Are there any other aspects of the workplace that I find problematic?

## **Lesson 2 Continued**

Reading about the experiences of other neurodivergent people in the workplace, is there anything that I face that I was previously unaware of?

# Lesson 3: Preparing for Interviews

*Reflection Prompt: “What can I do to make the interview setting more accessible?”.*

If I plan to share that I am neurodivergent during the interview, what accommodations would be helpful for me?

What are the main issues I've come up against in previous interviews?

What are my strengths in interview settings?



# Lesson 3 Continued

What measures can I take to feel prepared and more sure about the interview?

If I wish to ask for accommodations, what steps are involved in doing so (for instance, deciding on the accommodations I need and communicating this)?

# Lesson 4: Accepting Your Career Path as OK

*Reflection Prompt: "How can I learn to accept my career path as ok?"*

Are there any parts of my career that I've felt bad about?

How does knowing I'm neurodivergent help me feel more accepting towards my experience in the workplace?

Thinking about future jobs and my future career, how is being more accepting towards myself going to change things?

## Lesson 4 Continued

Are there other areas in life where I have shown myself self-acceptance? If so, how I can respond in a similar manner to myself regarding my career path?

# Lesson 5: Your Legal Rights

*Reflection Prompt: "What reasonable accommodations am I entitled to ask for in the workplace?"*

What accommodations do I feel will help me (it might be helpful to refer to the list of accommodations suggested in your workbook and listed below)?

How do I feel about considering my needs as a legal right?

What is the first step I can take in expressing my needs for accommodations?

# Lesson 5 Continued

Are there any adjustments that I have already made in the workplace (such as taking more frequent breaks or using earphones at work) that it would be helpful to formalise?

# Lesson 6: Advocating For Your Needs

*Reflection Prompt: "How can I advocate for my needs in the workplace?"*

Is there anything that makes me feel uncomfortable or anxious about advocating for my needs at work?

If I do feel anxious or uncomfortable about advocating for my needs, what can I tell myself to remind myself that I am entitled to have my needs met?

Is there anyone who can help me express my needs, or am I more comfortable pursuing this alone.

# Lesson 6 Continued

What steps am I going to take in ensuring I get my message across effectively (this might include initially drawing up a list of accommodations or adjustments that might be helpful, confirming who you should contact in the first instance regarding a meeting, accessing support if necessary)?

# Lesson 7: Making Significant Career Changes

*Reflection Prompt: "Do I need to consider more significant career changes?"*

Do I feel that, with awareness and the right type of accommodations and support, I could be happy and fulfilled in my current position or chosen career?

What would I gain by having a conversation about potential accommodations and setting a trial period to put these into place?

If I have had a trial period, or feel this is unworkable, what factors are important to me in a potentially different career or self-employment (consider general points, such as flexibility, home working, creative fulfilment, sensory environment, routine etc.)?



## Lesson 7 Continued

What measures can I take, at this point, to move towards a new career or self-employment (think about training opportunities in and out of the workplace, research and saving enough to support your career change)?

What type of support can I access as I explore new career options?

# Lesson 8: Recognising Your Neurodivergent Strengths and Going Forwards

*Reflection Prompt: "What unique strengths and qualities do I bring to the workplace?"*

What have I noticed about my approach to work that makes me good at what I do?

What skills or qualities have past employers or colleagues picked up on as positives?

What skills or qualities do I have that I haven't, yet, had the opportunity to display in the workplace?

# Lesson 8 Continued

What three words sum up my best qualities regarding work?

# NEXT STEPS



Congratulations on Completing the Building Confidence at Work Course!

You've taken an important step towards embracing your strengths, advocating for your needs, and thriving in the workplace. By exploring strategies to boost confidence and identify the adjustments you need, you now have the tools and clarity to confidently create a work environment that supports you.

Thank you for investing in yourself. Each step you've taken matters—keep moving forward with self-kindness and confidence. You're doing amazing work, and this is just the beginning!

*Thank you!*