

Workplace Information Sheet

What is Dyslexia?

Dyslexia is a specific learning difficulty that primarily affects the skills involved in accurate and fluent word reading and spelling.

Dyslexia is not linked to intelligence or poor education, it occurs regardless of gender, age, ability, or ethnicity and in all walks of life.

In adults, challenges with reading, writing, and spelling may not be visible, as most will have developed good coping strategies. But tasks that require these skills, will require more time and effort than might be expected, and the impact this has on an individual can often go unseen.

Challenges with literacy can impact upon an individual's confidence and self-esteem, and they try to avoid these tasks wherever possible.

FACTS



This means that dyslexia affects 10% of the population.

approximately

3.3 million

adults in the UK
workplace have
dyslexia.



Not linked to gender, background, ethnicity or intelligence.



It is often a hidden disability and many people are undiagnosed.



There is often a strong genetic link. A family history of dyslexia can be a good indicator.

Spotting the Signs

Dyslexia is not routinely diagnosed at school, and many people have to pay privately for a diagnosis. So many dyslexic people in the workplace may suspect they are dyslexic but will be undiagnosed. Dyslexic traits may be largely hidden, as people will have developed their own coping strategies, but here are a few indicators that could suggest dyslexia.

Potential Challenges

Organisation

- Time management
- Sequencing information
- Meeting deadlines

Processing Skills

- Slower to process information
- Multi-tasking i.e. following a meeting conversation while note-taking

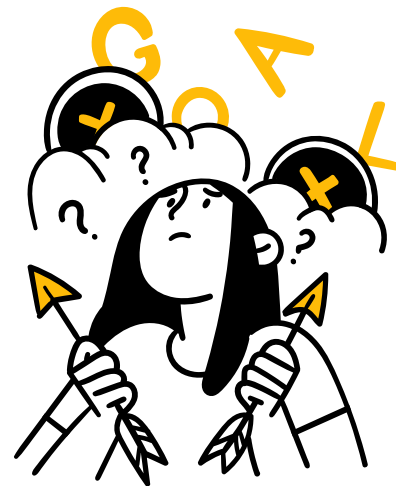
Memory

- May appear forgetful
- Difficulty remembering messages
- May 'lose the thread'

Self-Esteem

- Low self-confidence
- May appear resistant to change

Potential Strengths



- The ability to visualise
- Practical and problem-solving skills
- Lateral thinking
- Being able to see the big picture
- Good visual-spatial awareness
- Creativity and the ability to think “outside the box”
- Find innovative solutions to problems
- Good verbal communication
- High levels of motivation and persistence



Tips for Employers

- Have a positive and inclusive culture from recruitment onwards
- Offer reasonable adjustments to all employees
- Give clear succinct information
- Make use of Assistive Technology
- Support time management and organisation
- Offer dyslexia awareness training for all staff
- Provide mentoring schemes
- Encourage employees to disclose their challenges
- Develop a dyslexia support network for employees

Important areas to think about in your workplace

- 1** Culture which welcomes diversity
- 2** Accessible recruitment and selection
- 3** Identification and support
- 4** Reasonable adjustments
- 5** Appraisal process

Become a Dyslexia Friendly Workplace



Our Dyslexia Friendly Quality Mark for the Workplace recognises and celebrates inclusive practice in the workplace. It enables you to publicly demonstrate your organisation's commitment to embracing and supporting neurodiversity. Find out more [here](#) or email: qualitymarkwork@bdadyslexia.org.uk