

GUIDANCE ON DYSLEXIA FOR LINE MANAGERS IN THE WORKPLACE

INTRODUCTION

One in ten people have some form of specific learning difficulty. Dyslexia and other related learning difficulties are coming to the fore as people begin to realise that those who have such learning difficulties as dyslexia can still be valuable assets to any workforce, particularly as dyslexia has nothing to do with underlying intelligence and ability.

What is Dyslexia?

Dyslexia is a specific learning difficulty which 'is particularly related to mastering written language, although oral language may be affected to some degree.' 'The symptoms may affect many areas of learning and function.' (BDA) Dyslexia is characterized by an unusual balance of skills and can vary in degree from person to person. To this end many individuals have difficulty with many seemingly basic skills.

WORKPLACE DIFFICULTIES

A dyslexic person may find it difficult to:

- Read technical manuals or complex texts.
- Produce letters or reports, especially any hand-written documents.
- Recall telephone numbers and appointments.
- File.
- To meet deadlines and difficulty in prioritising tasks.
- Effectively manage time.
- Follow the thread of discussions.

Many dyslexics appear to be under-confident and have a low self-esteem but the majority of dyslexics will have found many different types of coping strategies for overcoming the problems caused by dyslexia.

POSITIVE ASPECTS OF DYSLEXIA

- Creative and Imaginative

- Innovative
- Intuitive & Perceptive
- Holistic outlook on tasks - An ability to think and perceive multi-dimensionally
- Lateral thinkers
- Determination and persistence
- Ability to visualise systems and visions - An ability to think in pictures not words
- Strong practical aptitude - An ability to learn quickly in practical environments

HOW EMPLOYERS CAN HELP

- Give advance notice of tasks where ever possible.
- Offer help and support with new or difficult tasks.
- Provide guidance: encourage the employee to use a daily planner, keep notes, ask questions if they do not understand and use a digital clock.
- If possible give both audible and written instructions and keep them short and precise.
- Use visual images where possible (i.e.: flowcharts).
- Where possible give information of different coloured backgrounds (black on white is very hard to read). Find more information here...
- Offer help with the prioritisation and organisation of tasks.
- Give praise and be patient.
- Use of technology.
- Have an understanding of dyslexia.

ACTIONS:

Contact the STDO

STDO will contact Cmd

Cmd will authorize an assessment to take place by an Educational Psychologist (up to a cost of £250)

If required the individual can access their SLC in order to fund any required remedial training.

If the individual is still under training or failing to carry out their job then the RAC NGA 001 vote can be used to fund the remedial training required.

FURTHER INFORMATION

Contact:

Flt Lt LF

TGDA

RAF Innsworth

Gloucester

GL3 1EZ

95471 5455

(01452) 712612 Ext 5455

flf@learning-forces.org.uk

FAMOUS DYSLEXICS

- Thomas Edison
- Winston Churchill
- George Patton
- Duncan Goodhew
- Cher
- Eddie Izzard
- Henry Ford
- Quentin Tarantino
- Leonardo Da Vinci
- Nelson Rockefeller
- Albert Einstein
- Jackie Stewart
- Tom Cruise
- Whoopi Goldberg
- Danny Glover
- Alexander Graham Bell
- Agatha Christie
- Walt Disney
- George Washington
- Han Christian Anderson

With thanks to Dr Sylvia Moody and Ms Jane Myers (from the BDA) for the information supplied in this leaflet.