



# Dyslexia Assessment and Consultancy

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## **INDIVIDUAL WORKPLACE SKILLS TRAINING / JOB COACHING**

### **for adults with dyslexia/dyspraxia & associated conditions**

Adults who receive specialist workplace skills training, or job coaching, find it very valuable and commonly speak of how the sessions have enhanced their skills, confidence and performance in a wide range of areas. The support is tailor-made for the individual in the context of their work.

Common areas needing support are: writing skills for emails or reports, reading skills and reading comprehension techniques, team working skills, contributing to discussions and presentation skills, developing effective strategies for particular work processes, time keeping and prioritising, organisation and memory skills, building self-esteem.

In more detail, a trainer may work in a variety of the following areas, depending on the individual and the demands which need to be met.

#### **Spoken Language Situations**

Confidence in expression and spoken language situations, whether for professional presentations, contributing to seminars, meetings, or discussing ideas with a colleague. Also where appropriate, work on word retrieval, expressing ideas clearly or succinctly, following discussions, meetings and oral presentations.

#### **Reading**

A variety of reading techniques for different purposes. Approaches to text. Research techniques. Absorbing and recalling information from written material.

## **Writing**

Organising and structuring thought in writing. Written style & expression. Expressing thought clearly. Note taking from documents and from meetings, training sessions etc. Preparing for assessments and examinations.

**Memory skills and attention & focus** in a variety of situations.

## **Organisation**

Organising paperwork and reference material. Planning and prioritising tasks. Managing time efficiently. Planning work schedules.

## **Other Areas**

Working under the pressure of time. Summarising information. Self-esteem & confidence building.

See also: IT Training and Manuals for Assistive Technology

**Comprehensive information sheets and newsletter:**

**[www.workingwithdyslexia.com](http://www.workingwithdyslexia.com)**

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