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Individual & Employer Service

# Workplace Needs Adjustment Passport

A fast, affordable route to a personalised document of practical workplace adjustments — for you and your employer to understand, act on, and revisit over time.

Genius Finder® Included

Psychology-Led

Practical Adjustments Report

Employer-Ready Document

Cost-Effective

Neurodiversity-Informed

**1 in 5**

people in the UK are neurodivergent

**68%**

of the Genius Within team identify as neurodivergent and/or disabled

**50+**

talks, events and podcasts delivered across the UK and internationally each year

**15+**

years Genius Within has supported neurodivergent individuals at work

## Genius Finder® — 1-Year Licence Included

**Genius Finder®**

A 1-year Genius Finder® licence is included as part of your Passport. Your Qualified Assessor uses your profile to inform the review, and the tool keeps working for you long after. Build personalised action plans, revisit your profile as your role changes, track progress over time, and use it in conversations with your manager. It is a powerful platform for continued self-awareness and development.



### What is the Passport?

- **A fast, comprehensive overview of needs**  
The Passport gives individuals and employers a clear, expert-backed picture of what is needed — quickly and cost-effectively. It is designed to cut through uncertainty and move straight to practical recommendations.
- **A genuine conversation, not a tick-box**  
Your Assessor works closely with you to understand your role, its demands, and your day-to-day experience. Recommendations are practical and proportionate — shaped by what is achievable within the scope of your organisation.
- **Who it is for**  
Anyone who would benefit from a clear, professional picture of the adjustments that could help them at work — whether recently diagnosed, self-identifying, or simply noticing challenges. Equally valuable for employers.



### What Your Passport May Recommend

- **Environmental & role adjustments**  
From flexible working and meeting formats to how tasks are structured and communicated — practical changes that remove barriers without changing the expectations of the role.
- **Assistive Tech recommendations**  
Where appropriate, specific tools may be recommended — such as captioning software, voice dictation, reading aids, or task management tools — to reduce cognitive load and increase productivity.
- **Coaching or co-coaching pathways**  
Where deeper support would help — whether one-to-one coaching for the individual or co-coaching involving a manager — this will be clearly identified as a recommended next step.

## Workplace Needs Adjustment Passport vs. a Full Workplace Needs Assessment — what is the difference?

### Workplace Needs Adjustment Passport

- ✓ Accessible, cost-effective pricing
- ✓ Virtual review with an Assessor
- ✓ Genius Finder® 1-year licence included
- ✓ Focused on practical, immediate adjustments
- ✓ Employer-ready Passport document
- ✓ Faster to arrange — suitable for most employees
- ✓ Can recommend Assistive Tech or coaching

vs

### Full Workplace Needs Assessment

- Higher cost, more resource-intensive
- Longer, multi-session process
- Appropriate for more complex needs
- In-depth, wide-ranging reporting
- Greater depth for complex cases
- Longer lead time to arrange

### A faster, more practical alternative



Getting the right support in place can be slow and costly — Access to Work waiting times can run into many months, and occupational health advice is often too generic to help neurodivergent employees. The Passport is a specialist alternative: practical, tailored recommendations delivered far faster, backed by over 15 years of experience supporting neurodivergent people at work.



### For Individuals

- **Recently diagnosed or self-identifying**  
If you have received a diagnosis — or you are noticing patterns that affect your work — the Passport gives you a clear, professional starting point for conversations with your employer.
- **Struggling without knowing why**  
Many people experience real workplace challenges without a clear picture of why. The Passport helps you understand yourself better and articulate your needs with confidence.
- **An affordable, documented first step**  
The Passport is designed to be accessible — producing a formal, well-reasoned document you can share with your line manager or HR team, removing the burden of explaining your needs from scratch.



### For Employers & HR Teams

- **Cost-effective inclusion at scale**  
For organisations supporting multiple employees, full assessments may not always be financially viable. The Passport delivers expert-led, psychology-backed recommendations at a sustainable price.
- **A proactive response to disclosure**  
When an employee discloses a neurodivergent condition, the Passport enables employers to respond promptly and professionally — demonstrating genuine commitment to reasonable adjustments and supporting Equality Act compliance.
- **A clear triage and investment tool**  
Where deeper support is needed, the Passport identifies who would most benefit from coaching or Assistive Tech — so investment is targeted where it will make the greatest difference.

### Examples of what a Passport may cover

- ✓ Written instructions alongside verbal communication
- ✓ Regular structured check-ins with a line manager
- ✓ Access to quiet or low-distraction workspace
- ✓ Adjusted meeting formats — agendas shared in advance
- ✓ Assistive Tech for reading, writing, or note-taking
- ✓ Longer processing time for tasks with complex demands

### How it works — four simple steps

1

#### Take the Genius Finder® questionnaire

Included within your Passport, the Genius Finder® questionnaire builds your strengths-based profile

2

#### Your Qualified Assessor reviews your profile

Your Genius Finder® profile is reviewed ahead of your session, so your time together is focused

3

#### Your review session

Meet with your Assessor virtually to discuss your profile, role context, and challenges

4

#### Receive your Passport

You and your employer receive your personalised Adjustment Passport, ready to implement

“I felt heard and understood during my sessions... Following on, I feel much more confident and equipped to navigate the challenges around my neurodivergence with my day-to-day job role.

— Ross, Assessment & Coaching Client

“The team at Genius Within have brought a fresh perspective to harnessing the strengths of neurodiversity at work, blending their expertise with our commitment to inclusion and belonging.

— Sam Townsend, E.ON UK

# Get the support you and your team **need.**

The Workplace Needs Adjustment Passport is one of the most cost-effective steps an individual or organisation can take towards genuine neuroinclusion — with a Genius Finder® 1-year licence included as part of the service. Quick to arrange. Expert-led. Ready to act on.

## Your next steps

- 1** **Purchase online** at [shop.geniuswithin.org](https://shop.geniuswithin.org) — your Genius Finder® licence is activated straight away
- 2** **Complete your Genius Finder®** profile at your own pace — your profile is reviewed ahead of your session
- 3** **Meet your Assessor** and receive your Passport — a personalised document ready to share with your employer

## Get In Touch

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## Purchase & Information

[shop.geniuswithin.org](https://shop.geniuswithin.org)

Buy the Passport online, browse all our services, or contact us to discuss organisational pricing for multiple employees.