



**When you should share your workplace adjustment needs:**

If you have had a change of job role, line manager, or personal circumstances, this will ensure your support needs are met.

**Preparing for a workplace adjustment conversation:**

Decide what information you feel comfortable sharing with your line manager about your workplace barriers. Do you know what adjustments or support you might need?

**Describing your workplace barriers:**

What are these, and how do they affect you at work?

Sharing this with your line manager can help them to put the right support in place.

**Review your WA Passport with your line manager:**

Sometimes adjustment needs change. Having regular reviews will ensure your current adjustments or support needs are being fully met.

**Workplace Adjustments (WA) Conversation Map**



**Key considerations:**

What would make things easier for you at work?

What's already in place?

How do you manage any similar barriers outside of work?

**Complete and share your WA Passport:**

This is **your record** of the adjustments and support measures you agreed with your line manager. Sign and share this **helpful reminder** with them.

**Implementing your workplace adjustments.**

Once your line manager fully understands your adjustment and support needs, those that are agreed will be put in place per your department's WA guidance.

**What else is needed?**

**Here are a few examples:** new or additional soft or hard adjustments, OH referral advice, specialist software or training, coaching/mentoring, or a buddy?