

# Course outline

## Managing workplace adjustments



### About this course

This introductory training module is designed to provide the knowledge, skill and understanding to help people managers support disabled employees. Managers will develop an understanding of disability more generally and its impact on employees with various disabilities and impairments. You will learn how to identify barriers for employees with visible and non-visible impairments and effective ways to remove those barriers. You will consider how to make reasonable adjustments to support groups as well as individuals who may require them.

This course is best suited for people managers who are new to the workplace/reasonable adjustments process.

### Learning objectives

Managers who attend this course will:

- Level 5+
- Learn how to spot changes in an employee's performance and/or behaviours that may be disability related.
- Understand how to identify barriers and make reasonable adjustments for employees with various impairments and health conditions
- Understand best practice in having sensitive conversations with employees about disability
- Learn key considerations for reviewing and recording adjustments
- Explore ways in which to create a more inclusive culture within their teams
- Know where to go for further support

### Further details:

*Please note: The timings and costings below are for face-to-face classroom delivery. Prices and workshop length will vary if delivered virtually*

Recommended learning audience:

- People Managers
- Team Leaders
- Supervisors

The workshop will run for 3 hours and will include breaks

Cost: £850 for Members £1000 for Non-members

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