

# Workplace Needs Assessment

## What is a Workplace Needs Assessment (WNA)?

A WNA considers how dyslexia and/or other specific difficulties are affecting performance in a particular job. It will identify training needs and also ways in which an employer can give help and support (Reasonable Adjustments). A WNA is something that the employee has to agree with and can instigate themselves after discussion with their employer.

## What happens in a Workplace Needs Assessment?

The specialist assessor will come into the workplace, usually for half a day. Prior to this visit, the employer will have been asked to supply reasons for the WNA and any previous assessment reports that the employee has had done. Firstly, when the assessor visits the workplace, s/he will talk to the employer or employee's supervisor or the Human Resources department to gain information relating to the employee's performance. Secondly, the assessor will spend time with the employee to gain a self-assessment of their difficulties and performance at work. The third part of the assessment is looking, with the employee, at the daily working practices and environment involved in their job so that recommendations can be made. A full WNA report will follow within 2-3 weeks of this visit.

## What will the Workplace Needs Assessment report include?

The WNA will include recommendations for the following:

- A training programme which will aim to improve the employee's weaker areas. This could involve literacy and IT support: research skills, writing emails or reports, reading technical manuals, contributing to meetings, understanding instructions, time management, organisational skills.
- Where appropriate, IT recommendations will be made and specific advice given on how the IT training can be carried out in a manner suitable for the learner.
- Detailed recommendations to the employer will be made about what actions they can take to support the programme, such as realistic expectations of the employer in certain areas and highlighting the employee's strengths that can be used to achieve improved performance.

The WNA report will be in a format which allows it to be used in applications for Access to Work funding for training and equipment.

The WNA is not the same as the full diagnostic assessment that may be required prior to the WNA if no previous assessment report is available.

The fee for the Workplace Needs Assessment is £490.

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