22 questions

to ask new team members to promote inclusion

(and be a great manager!)

Written by **Differing** Minds

Communication preferences

1 How do you prefer to receive instructions?

2 How do you prefer to receive feedback?

e.g. written, verbal, one-on-one, or in a group setting

3 How do you like to be contacted? Is there anything specific I should bear in mind?

e.g. is it OK if I call you unexpectedly? Would you prefer to avoid instant messaging?

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Meetings

4 Do you prefer virtual or in person meetings?

5 Do you prefer to have your camera on or off during virtual meetings, and what's your preference for others on the call?

6 Do you prefer to add your contributions to meetings verbally in online meetings or via online messages?
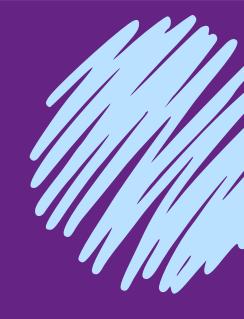
Meetings

7 Do you prefer face to face or virtual 1-2-1s?

8 Would walking meetings be useful for you?

Work environment

9 Is there anything about your workspace that helps you focus or makes it challenging for you to work effectively?

10 Do you have any sensory sensitivities we should be aware of?

e.g. noise, lighting, temperature

Task management

11 What strategies or tools do you find most helpful for organising and prioritising your work?

12 Is there anything I could do to enhance your productivity and support your task management?

e.g. breaking tasks into chunks, giving one task at a time, allocating time with you for each task, checking in regularly
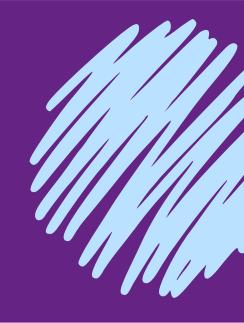
Collaboration & work relationships

13 Are there ways we can support your collaborative efforts, such as providing additional context or clear guidelines?

14 Are you comfortable with social gatherings? If not, is there anything that I can do to support you?

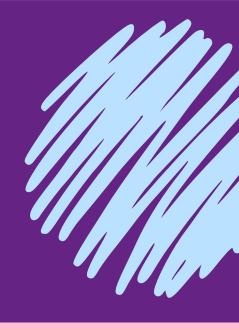**15** How do you prefer to build working relationships?

Feedback & recognition

16 **What type of recognition resonates with you?**

e.g. public acknowledgment, private feedback, tangible rewards

17 **How do you prefer to receive constructive feedback to ensure it is helpful and motivating?**

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Professional development

18 Are there specific learning or training formats that suit your learning style best?

19 How can we support your professional growth and development effectively?

Well-being

20 What self-care practices contribute to your well-being, and how can we help facilitate them?

21 Are there any specific stressors we should be mindful of to support your overall health?

22 In general, is there anything I can do to support you to thrive here?

Promoting neuroinclusion is a journey that starts with open and respectful conversations.

Can you meet all of an individuals needs and preferences all the time?

No.

But can you create a safe culture where people know they are respected, valued and accommodated where possible?

Yes, absolutely.

Want more information?

If you have any questions about how you can be a more neuroinclusive organisation, get in touch and let's get started.

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