

HOW WE RESPECT THE NEEDS OF ALL PARTICIPANTS

Workshops, both in-person and virtual, are based on **Respect, Inclusivity and Empowerment**, both in delivery and content.

Accessibility considerations are included for those who may experience difficulty with Visual, Auditory or Cognitive learning, and those living with physical disability.

Training is provided by way of interactive workshop with visual ability not strictly required, but including full visual support in the form of PowerPoint presentation and editable PDF resource document. The Resource document includes space for notes, menus and links and incorporates visual cues other than colour.

The resource book is also accessible for those experiencing auditory difficulty. In addition, the facilitator is able to wear a microphone or use any device provided by the client to assist with auditory requirements. Videos are supported by subtitles and virtual workshops may be followed with the use of closed captions.

Included in the course fee is complimentary access to our social learning platform for those who may require further support from a cognitive perspective, or who simply wish to contribute or access additional information or embed learnings further.

The client is asked to provide suitable space and facilities for any participants who are experiencing additional physical needs and breaks in the program are structured to allow for comfort, movement and sustenance for all participants.

TO ENSURE ALL WORKSHOPS ARE NEUROINCLUSIVE:

- Workshop guidelines, including how to connect via virtual platforms and meeting norms, are provided to each participant prior to the session.
- Technical assistance is available at the commencement of virtual sessions to support participants experiencing difficulty.
- Closed Caption functionality is enabled for virtual workshops
- The purpose of the workshop is communicated clearly to the participants prior to, and at the start of, each session.
- Participants are given quiet time to formulate their thoughts and opportunity to communicate their needs.

- Camera on/Camera off preference for virtual sessions is stated but not mandated during the workshop.
- Clear expectation is set that the core value is Respect and what that means for all.
- Participants are encouraged to move, use devices or employ their own strategies to accommodate both their own sensory needs as well as to prioritise their own safety, without judgement.

'HOUSEKEEPING'

is communicated clearly after the introduction to the workshop including information about:

- breaks,
 - freedom to move,
 - structure of workshop,
 - encouragement to engage/question/comment/disagree either verbally (without feeling it would be an interruption), or using the chat function or post-workshop platform, and
 - the ability to use the resource document in the manner that best suits the individual and their own learning needs
- Resource books are provided to participants prior to the workshop to allow time to process information prior to the session if desired.
 - There is no absolute expectation on participants to communicate during the workshop.
 - Structure that takes into account the fact that generally only extroverted neurotypical participants would feel fully comfortable in certain situations, including breakout rooms and role plays, and an avoidance of those circumstances as far as possible.
 - The option to input the workshop via the social learning platform after the session, instead of during.
 - Multiple communication channels are available to participants

