

Inclusive Management & Onboarding Guide

Helping people thrive through the right support

Line Managers Resource

ONBOARDING

- Set clear expectations from the start
- Provide a structured onboarding plan
- Share information in accessible formats
- Create space for open conversations about support
- Agree adjustments early

COMMUNICATION & SUPPORT

- Use clear, direct communication
- Set defined tasks and priorities
- Adapt communication styles where needed
- Provide regular check-ins and feedback

DAY-TO-DAY WORKING PRACTICES

- Focus on strengths and individual working styles
- Avoid a one-size-fits-all approach
- Allow different ways of working

WELLBEING & ENVIRONMENT

- Be aware of workload and potential burnout
- Consider noise, distractions, and workspace needs
- Encourage breaks and realistic expectations
- Create a safe, supportive environment