

How to Start the Conversation

Talking about disability or support at work can feel exposing. A simple structure can keep the conversation focused on access, work and practical solutions.

Opening option 1

"I'd like to talk about something that is creating a barrier for me at work and explore what support may be possible."

Opening option 2

"There are some adjustments that I think could help me manage my role more sustainably. Could we arrange time to discuss them?"

Opening option 3

"My needs have changed and I'd like us to review the support currently in place."

Use barrier → impact → support

Example: "Long verbal instructions are difficult for me to retain. I can work more accurately when key actions are also provided in writing."

Keep examples practical

Describe what happens during an ordinary working day. Real examples can be easier for a manager to understand than general statements.

Ask for collaboration

Try: "I have some ideas, but I'm also open to discussing other ways we could remove this barrier."

If you need processing time

Say: "I may need time to think about suggestions before I agree to anything. Could I come back to you after the meeting?"

Finish clearly

Confirm what has been agreed, who will do what, when it will happen and when you will review whether the support is working.