What Do I Feel Comfortable Sharing?

Consider what is relevant to workplace support and what you prefer to keep private.

What might I want to communicate?

- [ ] A workplace task or situation I find difficult
- [ ] How a barrier affects my working day
- [ ] An adjustment that could help
- [ ] My preferred communication methods
- [ ] Changes in my support needs
- [ ] Information I am comfortable sharing about my condition
- [ ] Something else

What information would I feel comfortable sharing about my workplace needs?

What personal information would I prefer to keep private?

What would someone need to understand to support me appropriately?

Communicating My Needs Clearly

Practise explaining a workplace barrier without unnecessary personal details.

A simple way to explain your needs

1. Barrier: What am I finding difficult?
2. Impact: How does this affect my work?
3. Support: What adjustment might help?

Example

I find it difficult to concentrate in a noisy environment. This affects how I process information. Access to a quieter workspace would help.

What workplace barrier would I like to explain?

How does this affect my working day?

What support or adjustment might help?

You can explain your needs clearly while choosing how much personal information you feel comfortable sharing.

My Workplace Communication Boundaries

Use this page to plan what you want to share and how to express your boundaries.

What information am I comfortable sharing?

What information would I prefer to keep private?

How could I explain my workplace needs clearly?

What could I say if someone asks for more personal information?

Who could help me communicate my needs or understand my options?

I would prefer to keep medical details private, but I can explain how this affects my work and what support might help.