



Supporting dyslexic employees: advice for HR departments

Raise awareness for all employees!

Provide more options for stationary (e.g. pastel colored paper)

Set up a mentoring scheme at work

Ensure any written information is dyslexia friendly

Allocate extra time for big writing tasks

Put deadlines and dates of meetings in written form

Invest in training and assessments for staff

Offer quiet alternative workspaces to be used for writing tasks

Provide/recommend assistive technology

Ask employees for preferred learning methods (e.g. visual)

Font size should be at least 12 or 14 point

Use sans serif fonts, such as Arial, Calibri or Open Sans

Avoid putting black text on white backgrounds

Use pastel backgrounds for text (e.g. cream or peach)

Break up information with headings and bullet points

Avoid over italicizing or underlining words

Use bold text for emphasis instead!

Diagnostic Assessments

Workplace Needs Assessment

Screening Tests

Text-to-speech software

Speech Recognition

Mind Mapping software

Task Management Software

Desktops, smartphone and tablet apps

Spell checkers and writing aids (e.g. Grammarly)

Predictive Text