

Key Workplace Responsibilities	Dyspraxia/Disability Related Issues	Actions to help with the issue	Required action from employer
<p>Carrying out admin work in my own time, based from instructions in emails from my Line Manager</p>	<p>Proofreading and gaining information from written communication – I struggle to stay on the same line when reading, and to comprehend information from large blocks of text and decipher instructions when buried in text</p>	<p>I will use my computer software to read out emails to ensure I have not missed anything when reading it, and copy all tasks necessary into my planner. I will ask a fellow brand manager or linr manager to proofread targeted communications before sending them.</p>	<p>.Write instructions clearly .Use subheadings to divide up sections of long emails .Put action points in a different colour, or in bold</p>

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