

DYS DISORDERS IN THE WORKPLACE: IDENTIFY, ADAPT, AND SUPPORT

For managers, HR professionals, and all employees wishing to better understand DYS disorders in the workplace

Create a truly inclusive work environment by recognizing and supporting DYS profiles

Durée : 4 hours	Modules : 4 modules
Leçons : 16 lessons	Public : Managers, HR professionals, all employees
Format : 100 % en ligne, asynchrone	Organisme : N° 11757351875
Certification : Qualiopi	Tarif : Sur devis

www.dynseo.com/nos-formations | contact@dynseo.com | 09 66 93 84 22

Description de la formation

This 4-hour training allows participants to recognize the different DYS profiles — dyslexia, dyspraxia, dyscalculia, dysorthographie — in everyday work situations. Learn to adapt tools and resources without infantilizing, and to highlight the specific strengths of these profiles in the company. The training addresses the often-overlooked impact of DYS disorders on evaluations and interviews, and offers concrete strategies to create a truly inclusive work environment. Each module ends with practical scenarios to immediately reinforce the learning. By the end, each participant will be able to recognize the signs, adapt their practices, and provide ongoing support.

Sommaire des modules

MODULE 1	Understanding DYS disorders — beyond preconceived notions	5 lessons
MODULE 2	Adapt the tools and resources	5 lessons
MODULE 3	The strengths of DYS profiles in the workplace	5 lessons
MODULE 4	DYS, assessments and career	4 lessons

Objectifs pédagogiques

Objectifs pédagogiques

- Recognize the different DYS profiles and understand their concrete manifestations in the workplace
- Distinguish between observed behaviors and their real causes to avoid misinterpretations
- Implement simple and effective adjustments to tools, communication, and evaluations
- Identify and value the specific strengths of DYS profiles without falling into stereotypes
- Adapt assessment and recruitment processes to ensure fairness without lowering standards
- Create an inclusive culture that benefits the entire team, not just DYS individuals

Informations générales

Durée	4 heures
Public visé	Managers, HR professionals, team leaders, and all employees wishing to better understand and support DYS disorders in the workplace
Prérequis	Aucun — formation accessible à tout public adulte
Tarif	Sur devis - TVA non applicable (article 261-4-4° du CGI)
Certification	Qualiopi - Attestation de fin de formation
Organisme	DYNSEO - N° de déclaration d'activité : 11757351875

Leçon 1 - What are DYS? — a concrete overview

- What the term "DYS" covers: dyslexia, dysorthography, dyscalculia, dyspraxia, dysphasia — the essential distinctions
- Prevalence: how many DYS employees in a company of 100 people — the surprising figures
- What DYS are not: neither laziness, nor lack of intelligence, nor vision or hearing problems
- Why so many DYS adults are not diagnosed — and what it costs in terms of self-esteem
- The neurological basis of DYS disorders: understanding the brain differences that cause these conditions

Leçon 2 - Dyslexia and dysorthography at work

- What a dyslexic employee experiences: reading a report, writing an email, annotating a document in a meeting
- Dysorthography: why spelling mistakes persist despite effort — and what it says about the person
- Masking: the exhausting compensatory strategies that dyslexics develop to "fly under the radar"
- What the manager or colleague sees — and what they mistakenly interpret as negligence or lack of care
- The cognitive load required for reading and writing tasks — understanding the invisible exhaustion

Leçon 3 - Dyspraxia and dyscalculia at work

- Dyspraxia: coordination and spatial organization disorders — what it concretely looks like in a workplace
- Dyscalculia: difficulties with numbers, tables, financial data — profiles often very high-performing otherwise
- Risk situations in the workplace: presentations, Excel spreadsheets, note-taking in meetings, time management
- The frequent confusion between dyspraxia and voluntary disorganization — and why it is detrimental
- How these disorders affect daily professional tasks that others take for granted

Leçon 4 - What the manager sees vs what really happens

- DYS behaviors misinterpreted: mistakes in emails, delays on written deliverables, confusion in numbers
- Internalized shame: years of difficult schooling that leave deep marks on professional confidence
- Masking at work: why the DYS employee "seems to understand" but doesn't always
- What the company loses when it doesn't detect these profiles: hidden skills, avoidable turnover, unjustified underperformance
- The gap between actual competence and perceived performance — recognizing hidden potential

Leçon 5 - Situational Exercises — Module 1

- Scenario 1: Paul, 34 years old, a brilliant oral communicator, sends emails filled with mistakes and incomplete reports. His manager is considering a warning for "lack of professionalism." What is really happening?
- Scenario 2: During a meeting, you ask Camille to note the decisions on the whiteboard. She hesitates, changes the subject, and suggests that someone else do it. You think she is disengaged. What other interpretation is possible?
- Scenario 3: Marc, a junior management controller, makes repeated mistakes in his Excel spreadsheets despite several corrections. He seems stressed and constantly apologizes. What do you do?
- Review of the three scenarios: what we should have seen, what we should have done, what we change starting tomorrow

Leçon 1 - Simple adjustments that change everything

- Accessible fonts and layouts: sans serif font, line spacing, background colors — adjustments in 5 minutes
- Simplified written materials: bullet points, diagrams, highlighting colors instead of blocks of text
- Digital assistance tools: advanced spell checkers, text-to-speech, voice dictation — what exists and how to introduce it
- What these adjustments actually cost — and what they bring to the entire team, not just to DYS profiles
- Universal design principles: making documents accessible benefits everyone in the organization

Leçon 2 - Adapt written and oral communication

- Reduce the pressure of writing: prioritize oral exchanges, audio reports, visual summaries
- Inclusive meetings: distribute materials in advance, avoid mandatory live note-taking, validate understanding in ways other than writing
- Provide clear and multimodal instructions: written + oral + visual — why the combination is key
- What "adapting" really means: not simplifying the content, but adapting the channel and format
- Creating communication protocols that accommodate different processing styles without stigmatizing

Leçon 3 - Evaluations and interviews — adapting without bias

- Why standard assessment formats structurally penalize DYS profiles: written tests, timed situational assessments, impromptu presentations
- How to assess actual skills without allowing the DYS condition to skew the results

- The annual review with a DYS employee: formulating objectives clearly, measurably, and unambiguously
- Evaluation criteria that penalize DYS individuals without us realizing it — and how to rebalance them
- Separating competence from communication format — measuring what truly matters

Leçon 4 - Build a sustainable support plan

- The four elements of a solid plan: concrete arrangements, regular follow-up points, adapted objectives, periodic reassessment
- Build the plan with the collaborator, not for them: co-construction as a condition for effectiveness
- Adjust over time: what worked six months ago may no longer work — how to remain agile
- Know when and how to mobilize external resources: HR, occupational medicine, speech therapist, ergonomist
- Documentation and confidentiality: maintaining privacy while ensuring continuity of support

Leçon 5 - Situational Exercises — Module 2

- Scenario 1: You need to send an important memo to the entire team, including two colleagues with DYS. How do you write and distribute this document to ensure it is accessible to everyone?
- Scenario 2: A dyslexic colleague has to give a presentation to a client. They are stressed, afraid of making mistakes in writing on the slides. How do you support them in their preparation?
- Scenario 3: During the annual review of a dyspraxic colleague, you realize that their goals from last year were formulated ambiguously and that they were unable to achieve them for this reason. How do you reconstruct the evaluation and the goals for the coming year?
- Feedback on the three scenarios: concrete reformulations, adapted tools, what we take away

MODULE 3

The strengths of DYS profiles in the workplace

5 lessons

Leçon 1 - What DYS do better — the unknown strengths

- Thinking in images and creativity: how the DYS brain produces unexpected connections and original solutions
- Holistic vision and systemic thinking: seeing the big picture where others remain in the detail
- Resilience and adaptability: years of finding creative workarounds forge particularly agile profiles
- Jobs and positions where DYS profiles excel: design, architecture, entrepreneurship, business, crisis management
- Pattern recognition and innovative problem-solving abilities specific to neurodivergent thinking

Leçon 2 - How to value these strengths without reducing them to stereotypes

- The difference between valuing strengths and labeling: "you are creative because you are dyslexic" vs recognizing a real skill
- How to distribute roles in a team so that the DYS profile plays to its strengths — without confining it to "non-written" tasks
- Creating spaces for expression that do not systematically involve writing: oral pitches, prototypes, demonstrations
- What neurodiversity brings to the team as a whole — DYS profiles as a driver of innovation
- Avoiding the trap of limiting expectations while genuinely recognizing unique contributions

Leçon 3 - Dyslexia, dyspraxia, dyscalculia, and career — breaking the invisible ceiling

- Why DYS profiles are often under-promoted: perceived image related to mistakes, difficulties in selection formats, lack of political visibility
- The role of the manager in visibility: how to advocate for a DYS employee to management
- What a DYS person can develop with support: communication about their results, management of their professional image
- Examples of famous DYS leaders and entrepreneurs — and what their journeys say about the potential of these profiles
- Challenging implicit biases in promotion criteria and advancement pathways

Leçon 4 - Raise awareness among the team and build an inclusive culture

- What can be said without revealing the diagnosis: talking about different working styles, different needs in terms of format
- Collective training as a prevention tool: why a team aware of DYS manages misunderstandings better
- Creating an environment where adapting one's communication format is not perceived as a weakness
- What DYS inclusion brings to the entire team — not just to the individuals concerned
- Building psychological safety so that employees feel comfortable requesting accommodations

Leçon 5 - Situational Exercises — Module 3

- Scenario 1: Your dyslexic colleague has a brilliant idea for a project but hesitates to present it because a summary document needs to be written. How do you create the conditions for them to defend it without being penalized by their condition?
- Scenario 2: A project manager position is opening up in your team. Your dyspraxic colleague has all the managerial skills but their written application is weak. How do you manage the selection process?
- Scenario 3: You want to raise awareness in your team about DYS disorders without it being perceived as "the initiative for someone". How do you build and present the approach?
- Feedback on the three scenarios: appropriate postures, adapted formats, key takeaways

MODULE 4

4 lessons

Leçon 1 - Annual evaluations — what skews everything without us seeing it

- How DYS disorders influence evaluations without the evaluator realizing it: bias on writing quality, presentation, apparent rigor
- Assessing real contribution vs form: how to separate the two in a fair evaluation
- What the DYS collaborator can implement to objectify their contribution before the interview
- The evaluation criteria that structurally penalize DYS profiles — and how to rebalance them
- Creating evaluation frameworks that measure outcomes and impact rather than process and format

Leçon 2 - Interviews and selection — adapting the format without lowering the standard

- Why standard interview formats disadvantage DYS profiles: written multiple-choice questions, timed logic tests, imposed note-taking
- How to assess the same skills with alternative formats: structured oral interview, practical situational assessment, portfolio
- DYS inclusive recruitment: what large companies have implemented
- What the law says about accommodations in recruitment interviews
- Ensuring equal opportunity while maintaining rigorous selection standards

Leçon 3 - Promotions and advancements — the invisible ceiling

- Why DYS profiles are often under-promoted: perceived image, memorized mistakes, difficulties in internal selection formats
- The role of the manager in visibility and promotions: how to advocate for a DYS employee to management without betraying their situation
- The positions and environments that leverage DYS strengths: how to intelligently guide a career
- What a DYS individual can develop with support: communication about their results, navigating implicit codes
- Creating transparent promotion pathways that value diverse skill demonstrations

Leçon 4 - Situational Exercises — Module 4

- Scenario 1: During the annual review of a dyslexic employee, you realize that their score is consistently dragged down by the criterion "quality of written deliverables." Their operational results are excellent. How do you reconstruct a fair evaluation?
- Scenario 2: You are recruiting for a strategic position. The best candidate in the oral interview is dyslexic — their writing is weak but their skills are evident. A jury member wants to eliminate them. How do you defend their application?
- Scenario 3: A DYS employee confides in you that they feel stuck in their career for 3 years despite excellent results. How do you work with them to create a development plan that bypasses the obstacles related to their condition?
- Training summary: three things I take away, one thing I will change starting tomorrow, one resource I will consult this week

Modalités pédagogiques

- Online training accessible 24/7 on a dedicated learning platform
- Self-paced progression through 4 progressive modules
- 16 interactive lessons combining theory, practical examples, and concrete scenarios
- Situational exercises at the end of each module to anchor learning
- Downloadable resources and practical tools to implement immediately in the workplace
- Certificate of completion issued at the end of training
- Access to content for 12 months from registration date