

I HAVE ADHD AT WORK: REGAINING CONTROL AND PERFORMING

For adults with diagnosed ADHD (or in the process of being diagnosed) who want to function better at work

Turn your ADHD challenges into strengths and build a career where you excel, not just survive

Duration : 4 hours	Modules : 4 modules
Lessons : 16 lessons	Audience : Adults with ADHD seeking professional performance
Format : 100% online, asynchronous	Provider : N° 11757351875
Certification : Qualiopi	Price : On request

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Course description

This 4-hour training goes beyond the clichés of 'you just need to try harder' to offer concrete, tested strategies based on how the ADHD brain really works. You will learn to understand your neurological functioning, implement practical systems that work for you, communicate effectively without isolating yourself, and build a career that values your unique strengths. The program combines neuroscience-based insights with actionable tools and situational exercises to help you thrive professionally while managing your ADHD. You will gain the skills to turn challenges into assets and create sustainable success in your work environment.

Module summary

MODULE 1	Understanding Your ADHD — What You Will Really Face	4 lessons
MODULE 2	The tools that really work	4 lessons
MODULE 3	Communicate without isolating yourself	4 lessons
MODULE 4	Build a career that values you	4 lessons

Learning objectives

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- Understand your ADHD neurological functioning and identify your specific profile
- Recognize and combat the invisible mental load and exhaustion from masking
- Implement external memory systems and task structuring strategies that work for your brain
- Develop effective communication techniques to navigate workplace conversations
- Build sustainable relationships and ask for necessary accommodations professionally
- Identify and leverage your ADHD strengths in your career
- Create long-term career strategies aligned with your neurological functioning

General information

Duration	4 hours
Target audience	Adults with diagnosed ADHD (or in the process of being diagnosed) seeking to improve their professional performance
Prerequisites	None, training accessible to all adults
Pricing	Sur devis – TVA non applicable (article 261-4-4° du CGI)
Certification	Qualiopi – Attestation de fin de formation

Lesson 1 - What Your ADHD Really Means at Work

- What it is not: laziness, lack of discipline, lack of intelligence
- What it is: a different neurological functioning
- The three ADHD profiles and how you recognize yourself in them
- What your brain does well (and often you don't even know it)

Lesson 2 - The invisible cost — why you are exhausted even when you are "performing"

- The constant mental load of compensating every day
- Masking at work and why it costs you a tremendous amount of energy
- The silent shame and how to combat it
- Why you are exhausted in the evening even if you feel like you "haven't done much"

Lesson 3 - The pitfalls of work for ADHD

- Why you procrastinate (it's not laziness, it's neurological)
- Why you forget even when you really listened and wanted to remember
- Why you say impulsive things and regret them afterwards
- Why some days you are extraordinary and other days completely flat

Lesson 4 - Situational exercises — recognizing your own pattern

- Scenario 1: you received instructions, you nodded, and two days later you forgot everything
- Scenario 2: you have a big task, you put it off until the deadline, and you panic
- Scenario 3: you said something in a meeting without thinking and it went wrong
- Reflective feedback: what really happened and why?

Lesson 1 - External systems that replace your internal memory

- Why you should outsource your memory (it's not a weakness, it's smart)
- The perfect calendar for an ADHD brain: principles and concrete organization
- Reminders: how many to set, when to trigger them, how to phrase them
- Lists: the right system for your brain, not the "standard" system that doesn't work
- Digital tools that really help you (and how to avoid those that distract you)

Lesson 2 - Task structuring — how to make them manageable

- Why large tasks seem insurmountable and paralyze you
- How to break them down into truly actionable and non-intimidating pieces
- The mini-deadlines you set for yourself to create structure without waiting for panic
- How to create momentum through a series of small victories

Lesson 3 - Strategies to Combat Procrastination

- What ADHD procrastination really means (an activation issue, not a motivation issue)
- Why "trying harder" doesn't work and can even make things worse
- How to create activation without needing a crisis or urgency
- The mini-crises you can smartly create to get yourself moving

Lesson 4 - Situational setups — build your own systems

- Exercise 1: take a task that you are procrastinating on and break it down into actionable steps
- Exercise 2: create your personalized reminder system according to your habits
- Exercise 3: build a routine that works for you and not against you
- Concrete feedback: how to implement all this starting Monday morning

Lesson 1 - Filtered communication — how to think before you speak

- Why do you say impulsive things and why is it hard to control
- How to create a conscious pause between thought and speech

- Formulations that save relationships at work and elsewhere
- How to recover after saying something awkward or hurtful

Lesson 2 - How to really ask for help

- Why is it so hard to say "I need support" when you have ADHD
- How to talk to your manager about your needs without fear or shame
- How to professionally request the accommodations you need
- How to articulate your ADHD without feeling like you're making excuses

Lesson 3 - Build relationships that support you

- How to find natural allies in your team
- How to build trust when you struggle to be consistent and reliable
- How to manage relationships with colleagues who don't understand your way of working
- How to communicate your work style without having to constantly defend yourself

Lesson 4 - Situational Exercises — Navigating Difficult Conversations

- Scenario 1: you forgot an important deadline — how to announce it without making things worse
- Scenario 2: you said something impulsive in a meeting — how to recover from it
- Scenario 3: you need an adjustment — how to ask for it concretely
- Feedback: the precise phrases that change everything in these conversations

MODULE 4

Build a career that values you

4 lessons

Lesson 1 - Truly recognizing your strengths beyond the diagnosis

- What ADHD gives you as real strengths: creativity, resilience, empathy, crisis responsiveness
- How these strengths concretely apply in a professional context
- Why you can be extraordinary when you play to your strengths rather than compensating for your weaknesses
- How to communicate your strengths to your manager and the leadership

Lesson 2 - Choose a role and an environment that suit you

- The types of roles where ADHD is a real asset and not a weakness to hide
- The work environments where you can truly perform and thrive
- How to honestly assess if a job enriches you or gradually drains you
- When to leave — and how to decide and do it thoughtfully

Lesson 3 - Manage your assessment and your progress

- How to prepare for your annual evaluation without extreme stress or major forgetfulness
- How to truly document your impact over time (because you often forget it)
- How to negotiate for what you deserve without feeling like you're begging for a favor
- How to advance in your career despite ADHD-related obstacles

Lesson 4 - Situational scenarios — your long-term career

- Scenario 1: you need to assess if you really like your job — how do you do it honestly
- Scenario 2: you need to apply for a promotion — how do you prepare and defend it
- Scenario 3: you are exhausted — do you stay or do you leave and how do you decide
- Feedback: building your long-term ADHD career vision

Teaching methods

- 100% online self-paced training accessible 24/7
- Video lessons, practical exercises, and situational scenarios
- Downloadable resources and implementation tools
- Individual progression with concrete feedback
- Certificate of completion provided upon course completion