

Translating Common Academic Accommodations to the Workplace

Academic Accommodation	Workplace Accommodation #1	Workplace Accommodation #2	Workplace Accommodation #3
Time Management E.g. extra time on tests, flexibility with assignments	Advance notice of deadlines when possible	Plan and structure times of transition and shifts in business activities	Provide a colour-coded wall calendar or online calendar to emphasize deadlines. Allow co-worker(s) or supervisor to add entries on the calendar or to double check entries added by the employee
Assistance with Prioritization/Breaking Up Tasks	Clearly identify tasks that must be performed simultaneously and tasks that can be performed individually	Provide specific feedback to help the employee target areas of improvement	Remove or reduce distractions from work area
Accessible Room(s)	Parking spots close to entrance and clearly marking accessible entrances and exits	Keeping pathways clear from obstructions	Placing office and kitchen equipment in areas and at heights that can be reached by all; installing grab bars in washrooms.