



**MENTAL HEALTH CONDITIONS:  
AN INTRODUCTION**



INFORMATION SHEET



For your employees with mental health conditions to feel supported, you will need a neuro-inclusive work environment. When you prioritise neuro-inclusion, **your entire workforce will feel supported**, and you will experience enhanced employee retention, productivity, and well-being.

While there are many coping strategies that neurodivergent adults can put into place, neuro-inclusion is intended to be **a collective**, not a solo **effort**.

## What are mental health conditions?

Mental health conditions can affect each of us differently at different times of our lives. Some common mental health conditions include depression and anxiety.

Such conditions can sometimes be a secondary symptom of an underlying neurodifference.

If someone in your organisation has informed you that they are experiencing challenges with their mental health, they must not be met with stigma or discrimination. Being aware of the support an individual with mental health conditions may require will empower them in the workplace, but you don't have to be a mental health expert.

This information sheet will help you understand how Lexxic can help with supporting employees with mental health conditions in the workplace. However, individuals who need support for their mental health conditions should also seek medical advice from a GP, psychiatrist, or other specialists.



## What are some common mental health challenges?



Low Mood



Reduced Engagement



Fatigue



Overwhelm



Worry



Short-term memory

- Experiencing a low mood for long periods of time
- Fatigue
- Obsessing over certain situations or things
- Feelings of overwhelm and increased stress
- Excessive or uncontrollable worry
- Challenges with concentration, focus, and short-term memory
- Reduced engagement in activities that used to be enjoyable







## Supporting the individual How can you help?

### 1. Screening assessment

If someone you work with has informed you that they are experiencing challenges with their mental health, Lexxic can support them by completing a **screening assessment**. Please note that Lexxic cannot complete mental health diagnostic assessments. A GP or other mental health professional must complete this.

**Purpose of the screening assessment** – indicates whether the individual is demonstrating tendencies of depression or anxiety, but it does not provide a complete diagnosis.

The standard assessment process includes the following:

- **A 1.5-hour assessment** – involving the completion of self-report questionnaires and a discussion between the individual and the assessor
- **An exploration of the individual's experiences** - in several life and work areas, current strengths, and areas of development at work
- An indication of where mental health challenges **impact current functioning in the workplace**
- **The creation of a report** - that outlines strengths and challenges based on the screening assessment results. This can help to inform the next suggested stage, the workplace needs assessment

### 2. A workplace needs assessment

**A workplace needs assessment** - builds upon the assessment process and provides bespoke advice of adjustments.

The standard assessment process includes the following:

- **A discussion with the individual** - to explore their work environment, daily tasks, strengths, challenges, and current adjustments
- **A discussion with a line manager or HR representative** - to understand the individual's job role, strengths, challenges, and current adjustments
- **The creation of a report** - that outlines the assessment's conclusions and supports the individual and employer in **implementing the recommendations**

**Adjustment recommendations can be implemented at little or no cost.**

Here are a few of the most standard adjustments for employees with mental health conditions:

- Low or no-cost specialist equipment
- E-Learning
- Line manager awareness training
- Assistive technology
- One-to-one coaching

### 3. One-to-one coaching

A coach will help individuals develop strategies that work for them. One-to-one coaching sessions **teach soft skills that could be applied to the workplace** and environment.

Individuals can **embed the skills learned in the session** into their work, which can help increase the following:

- Productivity
- Confidence at work
- Retention

Coaching topics that may be helpful for an individual with mental health conditions include:

- Attention and concentration
- Organising, planning, and prioritising
- Listening and note-taking
- Building confidence at work
- Mindfulness

**Please note that this is not a replacement for therapy or medication.**



## 4. Co-coaching

Co-coaching **builds healthy working relationships**. It also brings together employees with mental health conditions and their line manager in a joint coaching session with a psychologist.

Co-coaching is a helpful tool for developing the following:

- Mutual understanding
- Good communication
- Clear goals
- **A safe space** for honest conversations

Building healthy relationships increases collaboration and productivity while fostering a comfortable environment.



**As a team**  
**How can you help?**

## 5. Awareness training

Mental health conditions awareness training: **educates line managers and colleagues** working with individuals with mental health conditions. It also builds healthy working relationships, which will help individuals flourish.

Through this training, your staff will:

- Gain a **greater appreciation for co-workers** with mental health conditions in the workplace
- **Increase their level of understanding** of mental health conditions in the workplace
- Learn to **challenge stereotypes** and misconceptions
- Understand **adjustments** that can be implemented to support colleagues

## 6. Implement practical solutions at work

Practical solutions that your team can put in place to support an individual with mental health conditions include:

- Ensuring **written instructions are followed up by verbal instructions**. This helps with memory and keeping focused on the task
- **Encouraging breaks** to maximise concentration and productivity and help to reduce feelings of overwhelm
- Presenting written instructions **using a chunking technique that structures information**. With the chunking technique, bullet points split essential information into digestible chunks
- **Keeping reoccurring meetings in a routine**. For example, the same time and day each week, and ensuring last-minute meetings are arranged as little as possible. This can help with organisation, time management, memory, and helps to promote a calm, structured working environment



### Why Lexxic?


We are proud leaders in empowering neurodiversity in the workplace. With over 15 years of experience, our in-house psychology team has **extensive expertise** across a wide range of professions.

We pride ourselves on working in partnership with employers. At Lexxic, we bring together business and employee needs so that **everyone**, regardless of job title or neurotype, **can thrive**.

## Contact us

### Address

Lexxic Ltd  
Unit CH3.20  
Kennington Park  
1-3 Brixton Road  
London  
SW9 6DE

 +44(0) 330 311 2720

 [hello@lexxic.com](mailto:hello@lexxic.com)

 [www.lexxic.com](http://www.lexxic.com)

