

Employer's Initial Enquiry Form regarding dyslexia training/assessment services/consultation

Please complete this form as fully as you can and return it to the Centre. It will help us to help you. The answers are entirely **CONFIDENTIAL** to Centre Staff and Professionals directly concerned with you.

YES/NO options- circle or if completing on a word processor, delete option that does not apply

Employer	
Employer's Address	
Contact Name & Job Title	
Work Telephone	
Mobile Telephone	
Email	
Skype Address	

Client Code		Database		Permission	
Date	Time	Assessor/Teacher	Type	Location	

What services are you interested in?

A dyslexia awareness workshop for staff YES/NO

(Half a day or a full day) can be offered on site or at our premises. It can include the following key areas:

- Dyslexia and Dyspraxia
- How these 'hidden' disabilities can affect staff and work performance
- How to develop a best practice approach to working with colleagues with dyslexia or dyspraxia.

Workshops can be tailor made to your specific requirements, taking into account the nature of employment in your workplace.

Individual skills development training for your employee: YES/NO

We offer a comprehensive skills training programme tailored to the needs of an individual person and his/her job.

The sessions are tailor-made for the individual employee in the context of the job description and the workplace priorities.

Full Diagnostic Assessment for dyslexia: YES/NO

An assessment is designed to identify your employee's strengths and weaknesses. It will include recommendations for individual skills development and reasonable adjustments.

Consultancy: YES/NO

Advice for Managers on a particular employee's needs

What else do you hope that we might be able to help you with?

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Important Notice

The Helen Arkell Dyslexia Centre is a registered charity. Whilst great care is taken in all matters, the Centre cannot accept any liability or responsibility for any advice given by the professionals to whom the Centre refers you or their other acts or neglect.

The Centre may, in its absolute discretion and after the appropriate permissions have been obtained, maintain, for its administrative purposes only, a confidential file of records relating to you including a copy of this Questionnaire and any reports. The Centre is at liberty to destroy such files or to charge a reasonable sum to retrieve for you any such files that have been retained.

Your completion and return of this Questionnaire is your acknowledgement that you have read, understand and accept the Terms of this notice and that you agree/ do not agree (*delete as appropriate*) to the Centre maintaining a confidential file.

Signature _____

Date _____

If you provide your e-mail address the Helen Arkell Dyslexia Centre may contact you periodically with information and news. Any e-mail sent by HADC will provide the option to be removed from the e-mail mailing list.

How did you hear of HADC?				
Newspaper	Friend/Relative	College	Other	Internet