

Workplace Needs Assessments

Myths, Facts and the Business Case

**A practical guide for HR,
People and DEI leaders**





Every organisation wants to support its people well. The challenge is knowing what genuinely helps, versus what looks helpful but misses the mark.

A Workplace Needs Assessment (WPA) is one of the most effective ways to close that gap. Yet it is also one of the most misunderstood tools in the workplace inclusion toolkit.

This guide clears up the five most common misconceptions, sets out why organisations are investing in WPAs, and shows exactly what to expect when you commission one.

[Speak to Tom today](#)

5 Myths About Workplace Needs Assessments, Debunked

1



Myth

A WPA is only for employees who are struggling



Reality

A WPA isn't just about addressing challenges. It's designed to identify both strengths and barriers, helping employees perform at their best and maximise their potential

2



Myth

It's simply a list of adjustments



Reality

A quality WPA goes much deeper. It explores an individual's role, responsibilities, working environment, strengths and support needs before making tailored, evidence-based recommendations

3



Myth

Managers don't need to be involved



Reality

Effective assessments include input from both the employee and their line manager, ensuring recommendations are practical, relevant and aligned to the demands of the role

4



Myth

One solution fits everyone



Reality

No two employees are the same. Recommendations should be personalised to the individual and their specific job requirements, not based on a generic checklist

5



Myth

Workplace adjustments are expensive



Reality

Many of the most impactful adjustments cost little or nothing to implement. The key is understanding which adjustments will deliver the greatest benefit for that individual

Why Organisations Invest in WPAs

- ✓ Improved productivity
- ✓ Increased employee confidence and wellbeing
- ✓ Clear, actionable guidance for managers
- ✓ Evidence-based reasonable adjustments
- ✓ A more inclusive workplace where people can thrive

A Workplace Needs Assessment isn't about focusing on limitations. It's about unlocking potential

What's Included in a Workplace Needs Assessment

Our process is collaborative and evidence-based from start to finish:

- ✓ Employee pre-assessment questionnaire
- ✓ Line manager input on role requirements and expectations
- ✓ A detailed consultation with a specialist assessor
- ✓ A comprehensive written report covering background, strengths, challenges and recommendations
- ✓ Practical, role-specific adjustments your managers can put into action straight away

The Result

A more supported employee. Improved productivity. Greater confidence. A stronger culture of inclusion, built on evidence rather than guesswork.

Ask yourself:

Are your current workplace adjustments simply helping employees manage, or are they enabling them to thrive?

Ready to move from guesswork to evidence?

Book a Workplace Needs Assessment and help your people perform at their best.

Speak to Tom today

Lexxic and Do-IT Profiler