



# The Undiscovered Workforce

## Employing people on the autism spectrum

**Tuesday 30 November 2010** - Wellcome Collection Conference Centre, London

This unique one-day conference gives employers practical guidance as well as an opportunity to discuss best practice and learn key skills and techniques for recruiting and managing people with autism (including Asperger syndrome).

### Featuring:

- > **Maria Miller, Minister for Disabled People, Department for Work and Pensions**
- > **William Elliott, Goldman Sachs International**
- > **Sarah Hewitt, British Telecom**
- > **Beth Carruthers, Remploy**

Don't miss the  
Early Booking  
rate – ends 30  
September!

### Endorsed by:



Accept difference. Not indifference.



# The Undiscovered Workforce

## Practical guidance and strategies for recruiting and managing people with autism

Autism (including Asperger syndrome) is a lifelong developmental disability that affects how a person communicates with, and relates to, other people. It is estimated that around 1 in 100 people in the UK has autism. This means you as an employer are likely to come into contact with people with the condition, whether as colleagues or job applicants. It is important that companies know their legal obligations regarding equal opportunities and have the right tools to successfully recruit and manage people with autism.

People with autism often make effective and highly valued employees. They are often highly focused and maintain a high level of accuracy. Making reasonable adjustments for someone with autism can be simple to do and is seldom costly. At the recruitment stage, it can simply involve wording the advertisement more appropriately, adapting interview questions slightly or being flexible about the interview format or environment. In the workplace, it usually involves simple changes in managerial techniques, which actually benefit all staff – not just people with autism. Adapting recruitment procedure and enhancing management capability in this way can lead to increased retention of staff and a more dedicated workforce.

### About the organisers

**The National Autistic Society (NAS)** is the leading UK charity for people with autism (including Asperger syndrome), their families and the professionals who work with them. We provide information, support and pioneering services, and campaign for a better world for people with autism.

### Sponsorship, exhibition and networking opportunities

For bespoke sponsorship packages or to exhibit at this event, please contact **Kate Laird** on **020 7923 5734** or email **conference@nas.org.uk**

This conference will provide you with the essential strategies and techniques for recruiting and managing people with autism, from interviews to induction and day-to-day management. It will examine some of the supports and modifications that can help someone with autism. It will set out the new legal requirements under the Equality Act 2010 and show you how you can go above and beyond these requirements. It will also feature best practice case studies from employers who are leading the way and benefiting from employing people with autism.

**'The Undiscovered Workforce: Employing People on the Autism Spectrum'** will help you to deliver real change in the way you meet the needs of employees with autism.

### Key topics include:

- > understanding the barriers that people on the autism spectrum can face
- > the law versus good practice
- > providing training in management techniques and delegating skills
- > practical skills for adapting the recruitment and interview process
- > skills for better communication, supervision and appraisals
- > identifying problems before they escalate
- > overcoming objections.

### Attend to:

- > discover what you need to do to meet your legal requirements and comply with **best practice**
- > hear insights and case studies from **experts in the field**
- > choose the interactive workshops which are most **relevant to you**
- > **network** with other HR professionals to benchmark your performance and learn from your peers
- > gain the **essential tools and strategies** to implement in your work.

### Who should attend?

- > HR Managers
- > Diversity Managers
- > Equal Opportunity Managers
- > Anyone managing a person with autism.



## Plenary sessions

- 09.30 **Welcome by the chair**  
**Beth Carruthers**  
Director of Employment Services  
**Remploy**
- 09.45 **Opening address**  
**Maria Miller, MP**  
Minister for Disabled People  
**Department for Work and Pensions**
- 10.10 **Understanding autism spectrum disorders**  
**Andrew Graham**  
**NAS Prospects**  
and  
**Jayne Leak**  
Person on the autism spectrum

- 10.45 **Morning refreshments**
- 11.15 **Getting recruitment and employment right – understanding the barriers that people on the autism spectrum can face**  
**Rick Williams**  
Managing Director  
**Freeney Williams Ltd**
- 11.55 **Setting a precedent: a case study**  
**Representative from**  
**Department for Environment, Food and Rural Affairs (DEFRA)**  
and  
**Noel Hastings**  
**NAS Prospects**
- 12.30 **Lunch**

## Streamed seminars Delegates will be able to attend two streamed seminars – please choose from the three below

### Stream 1

#### Face to face

Practical skills for modifying the recruitment and interview process

**Claire Phillips**  
**NAS Prospects**

- Making the application process accessible to people with autism
- Flexible interview environments
- Adapting questions and interviewing style to conduct a successful, fair and informative interview

### Stream 2

#### The right start

Tailoring the induction process for an employee on the autism spectrum

**Noel Hastings**  
**NAS Prospects**

- Providing training in management techniques and delegating skills
- Designing work trials and extended interviews
- Working with job coaches
- Anticipating what can go wrong
- Providing support networks
- Avenues for external support and advice

### Stream 3

#### Successful management strategies

Management techniques that work for all employees, not just those on the autism spectrum

**Andrew Graham**  
**NAS Prospects**

- Skills for improved communication, supervision and appraisals
- Identifying problems before they escalate
- Raising awareness
- Creating and sustaining a more positive and productive environment

- 13.30 **First streamed seminar**
- 14.20 **Change over into second seminar**

- 14.25 **Repeat of streamed seminars**
- 15.15 **Afternoon refreshments**

## Plenary sessions

- 15.45 **Overcoming the challenges: setting up an intern programme at Goldman Sachs**  
**William Elliott**  
Managing Director  
**Goldman Sachs International**

- 16.20 **Challenging the stereotype: what makes a valuable employee**  
**Sarah Hewitt**  
Senior Technical Consultant  
**British Telecom**
- 16.40 **Closing remarks from the chair**
- 16.45 **Conference ends**

For more information and to register, visit

[www.autism.org.uk/conferences/workforce2010](http://www.autism.org.uk/conferences/workforce2010)



# The Undiscovered Workforce

Brochure code: PD11

Tuesday 30 November 2010

Wellcome Collection

Conference Centre, London

## To make a booking:

www.autism.org.uk/conferences/workforce2010

**Email** conference@nas.org.uk

**Tel** 0115 911 3367

**Fax** 0115 911 3362

**Post** NAS Conference and  
Events Team  
6th Floor, Castle Heights  
72 Maid Marian Way,  
Nottingham NG1 6BJ

Rates	Early booking rate Book by 30 September 2010	Standard rate
Private Sector	<input type="checkbox"/> £245 + VAT	<input type="checkbox"/> £295 + VAT
Public Sector & NAS Members	<input type="checkbox"/> £150 + VAT	<input type="checkbox"/> £175 + VAT
Exhibitor Rate	<input type="checkbox"/> £395 + VAT	For full details of what the exhibitor rate includes, please visit the website: www.autism.org.uk/conferences/workforce2010

Please tick the two seminars you would like to attend:

Stream 1	Stream 2	Stream 3
<input type="checkbox"/> Face to face	<input type="checkbox"/> The right start	<input type="checkbox"/> Successful management strategies

Places for the workshops are limited and are allocated on a first come, first served basis. We cannot guarantee that you will be able to attend your first choice and so we recommend that you book early to secure your place.

## Delegate details

Title	First name	Surname
Job title		Tel
Organisation		Fax
Email		
Keeping in touch with you via email can help to keep our costs down. <b>Please tick this box if you are happy to receive emails from us</b> <input type="checkbox"/>		
Address		
	Town	County
Postcode	Country	

The National Autistic Society would like to update you from time to time in order to inform you about our work.

If you **do not** want to receive any mailings from The National Autistic Society, **please tick this box**

### NAS membership number:

### Any special requirements

eg Access/Dietary/Support/Other?

### How did you hear about this conference?

Please write here

## Booking contact

If you are booking on behalf of someone else, please provide your contact details here.

Title	First name	Surname
Job title		Tel
Email		

## Payment details

### CHEQUE

Please find enclosed a cheque for £

Please make all cheques payable to 'The National Autistic Society'

### INVOICE Please complete all details below

Invoice for the attention of	
Purchase Order (PO) Number (if applicable)	
Address	
Postcode	Tel
Email	

### CREDIT CARD

Card type	Card number	
Start date	Expiry date	Security code (3 digits on reverse)
Name on card		
Signature		

## Terms & conditions

### Conference fees

All prices include entrance to the conference and seminar sessions, lunch, refreshments and comprehensive delegate documentation. Fees do not include delegate accommodation and travel and The National Autistic Society (NAS) is not responsible for arranging these.

### Payment

Payment must be received before the conference date. If payment is not received by this time, delegates will be required to guarantee payment by credit card on the day of the conference. Cheques should be in pounds sterling and should be made payable to 'The National Autistic Society'.

### Cancellations and refunds

Delegates who wish to cancel their places must do so in writing. If notice of cancellation is received at least 21 days prior to the event, the NAS will refund the full registration fee less £50 administration charge. If notice of cancellation is not received within 21 days prior to the conference, then we regret that no refund can be made.

Substitutions can be made without charge up to three days prior to the event. In the event that the NAS has to cancel the event, delegates will be given as much notice as possible and given a full refund (if paid in full) or a credit note (where payment is not yet made). We regret that we will be unable to compensate delegates for any travel or accommodation costs incurred.

### Overseas delegates

EU countries: Delegates attending from EU countries are exempt from paying VAT only when their organisation is VAT registered within their own country. Confirmation of the VAT registration number is required at the time of booking. Non-EU countries: VAT will be charged on the invoice but you are able to claim back the VAT charge.