

# Neuroinclusive Design Tips Checklist

Design for all the brains in your organization.

## Inclusive Learning Experience Design

Creating an inclusive learning environment involves tailoring content to accommodate diverse neurological needs while maintaining clarity and quality. Here is a comprehensive guide to ensure your learning experiences are inclusive, accessible, and supportive.

### 1. Structure & Clarity

- **Content Segmentation:** Break content into small, digestible chunks to prevent cognitive overload.
- **Use of Headings:** Implement clear headings and consistent formatting for easy navigation.
- **Learning Objectives:** State learning objectives upfront to set clear expectations.
- **Sequential Processes:** Present steps in a process using numbered or bulleted lists to enhance understanding.
- **Literal Language:** Use clear and literal language, minimizing idioms or metaphors to avoid confusion.
- **Expectations and Outcomes:** Communicate expectations and outcomes clearly to provide a roadmap for learners.

### 2. Multimodal Delivery

- **Diverse Formats:** Offer information in multiple formats, such as text, visuals, audio, or interactive media, to cater to different learning preferences.
- **Captions and Transcripts:** Ensure all videos include captions or transcripts for accessibility.
- **Simple Visuals:** Use labeled visuals that are not overly complex to assist with understanding.
- **Flexible Access:** Allow learners to access materials asynchronously or at their own pace.
- **Concrete Examples:** Use concrete, context-specific examples and analogies to aid comprehension.

### 3. Sensory Accessibility

- **Visual Design:** Utilize high-contrast colors and large, readable fonts in slides.
- **Media Control:** Avoid strobing or auto-playing media to prevent sensory overload.
- **Color Usage:** Ensure color is not the sole means of conveying information.
- **Adjustable Settings:** Enable users to adjust audio levels, brightness, or animation speeds.
- **Minimal Background Noise:** Reduce background noise or clutter in videos and live sessions.
- **Scheduled Breaks:** Offer breaks in longer sessions, ideally every 25–30 minutes, to maintain focus.

### 4. Cognitive Load Management

- **Focused Information:** Present only relevant information per screen or slide to prevent overload.
- **Key Takeaways:** Repeat or summarize key takeaways to reinforce learning.
- **Reflection Time:** Incorporate time for reflection or pausing to digest information.
- **Prioritization Guidance:** Instruct learners on how to prioritize or sequence information effectively.
- **Scaffolded Instructions:** Provide instructions and tasks that are scaffolded, with one clear step at a time.

### 5. Flexibility & Control

- **Non-linear Navigation:** Allow learners to navigate content non-linearly if desired.
- **Media Controls:** Ensure the ability to pause, rewind, rewatch, or reread content.
- **Downloadable Content:** Offer downloadable versions of content (PDFs, slides, docs).
- **Optional Deep-dives:** Provide optional deep-dives or alternate examples for varied learning styles.
- **Self-paced Learning:** Encourage self-paced learning paths wherever possible.

### 6. Communication & Interaction

- **Guidance for Queries:** Provide clear guidance on how to ask questions or get help.
- **Participation Options:** Offer multiple ways to participate, such as speaking, chat, polls, or annotations.
- **Optional Camera Use:** Make “cameras on” or live speaking optional, not mandatory.
- **Defined Group Roles:** Ensure group activities have clearly defined roles and goals.
- **Specific Feedback:** Offer feedback that is specific, actionable, and not overly vague or general.

### 7. Psychological Safety

- **Welcoming Tone:** Maintain a low-stakes, welcoming tone in your materials.

- **Learning from Mistakes:** Treat mistakes as learning moments instead of failures.
- **Avoid “Gotcha” Questions:** Steer clear of surprise quizzes or “gotcha” questions.
- **Encourage Breaks:** Assure learners it’s okay to take breaks or revisit content.
- **Neurodiversity Acceptance:** Avoid assuming that neurotypical behavior equates to “professionalism.”

## **Bonus: For Instructors & Facilitators**

- **Resource Introduction:** Include a “How to Use This Resource” introduction for your training content.
- **Normalize Flexibility:** Encourage learners to pause anytime and skip what doesn’t serve them.
- **Private Support Options:** Offer 1:1 support or Q&A options for private questions.
- **Invite Feedback:** Actively invite feedback on accessibility and learning preferences to continually improve the learning experience.

Implementing these practices will help create an inclusive, supportive, and effective learning environment for all learners, regardless of their neurological needs.