



TOOLS & RESOURCES

Confidence Builder: Planning for Support Conversations



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WORKSHEET

Confidence Builder: Planning for Support Conversations

If you're feeling nervous about asking for support, you're not alone. Whether you're a student speaking to a DSA assessor or tutor, or an employee preparing to talk to your manager or HR team, starting the conversation can feel overwhelming.



This worksheet is here to guide you. You can use it to:

- Reflect on what's been happening
- Think through what might help
- Plan how to explain your needs in a clear, calm way

You don't need to share everything. Just filling this in for yourself can help you feel more prepared, in control, and confident. When you've thought through your needs and have the words ready, you're much more likely to feel empowered to ask for the right support - and get it.

Section 1: What I Find Challenging

Use this section to describe the things that are making study or work more difficult for you than they need to be. Try to give examples or explain how they affect you to help others understand the impact.

Something I've been struggling with is...

e.g., focusing for long periods, staying organised, understanding instructions, keeping up with tasks

This makes it harder for me to...

e.g., finish work on time, take in information, stay calm under pressure, manage my schedule

Section 1: What I Find Challenging

I've noticed this challenge when...

e.g., I have back-to-back meetings, deadlines stack up, I'm in a noisy environment, the instructions aren't clear

Section 2: What Could Help Me

Here's where you can explore potential solutions - even if you haven't used them before. You don't need to have all the answers. Just note anything that sounds helpful or worth exploring.

I think I'd benefit from...

e.g., help with organisation, noise reduction, more structure, assistive software

I've tried ___ and it helped.

e.g., working with a mentor, using a planning tool, studying in short bursts

I feel more productive when...

e.g., I have a quiet environment, clear instructions, time to plan ahead

Section 3: Preparing for the Conversation

It's normal to feel anxious before these conversations - especially if you're not sure how the other person will respond. But planning ahead can really help.

When you've thought through:

- Who you're talking to
- What you want them to understand
- How you might phrase it

...you're more likely to feel calm, clear-headed, and confident.

Who am I speaking to?

e.g., my line manager, tutor, assessor, HR

What's the one thing I want them to understand?

Section 4: My Support Summary

This is your chance to pull everything together. If you're planning to share this with someone or use it during a conversation, start with what feels most important. You don't need to list everything - just what helps explain your situation clearly.



Tip: Go back through this worksheet. Highlight the top 2-3 points that matter most to you - these are great to lead with.

Here's how I'd like to describe my needs and what could help:

A Note from YorLinc

You don't need to wait until you're really struggling to ask for support. Support should be proactive, not reactive. Whether you're studying or working, the right adjustments can make a real difference.

YorLinc provides face-to-face and remote support for students and employees - everything from mentoring and assistive tech training to workplace assessments and coaching.

Explore our services at www.yorlinc.com or contact us directly at hello@yorlinc.com.