



LET'S TALK ABOUT THE MENOPAUSE

TOP TIPS #1 – Having menopause conversations

It is a good idea to allow the employee to take the lead on the conversation. However, these guiding questions might help if the employee needs some prompting during the discussion.

If the employee requested a meeting/asked to speak to you:

- “I am glad that you have requested a meeting/asked to speak to me, is everything okay? How can I best help you today?”

If a manager has requested a meeting:

- “I have noticed a change in you recently, and I am concerned about you. Is everything okay?”

If the employee opens up and talks about the menopause and how it is impacting them:

- “Is there anything specific at work that increases your symptoms?”
- “What can we do to help alleviate any of these symptoms?”
- “If you are comfortable sharing this information, has your work schedule allowed time to seek medical advice?”
- “Are you aware of the resources we have available to help with your health?”
- “Can we keep in touch with you to check you are getting the support you need?”

DO

- ▶ Ask how they are, how you can help and what they would like to happen
- ▶ Let them know the conversation is private, however the usual rules around safeguarding apply
- ▶ Give them the option to talk to someone else instead of you if that is more comfortable for them e.g. HR, menopause champion, counsellor from Employee Assistance Programme, Union Rep.
- ▶ Let them volunteer information
- ▶ Actively listen and show empathy
- ▶ Acknowledge how difficult it is
- ▶ Discuss preferred coping strategies and working patterns - it is important not to make assumptions on which options would be best, as experiences vary
- ▶ Keep a record of your conversation



DON'T

- ▶ Make assumptions
- ▶ Give advice
- ▶ Make promises you can't keep
- ▶ Tell them you know how they feel – you don't
- ▶ Make a diagnosis – you are not an expert
- ▶ Share any details with their colleagues unless they agree – agree who will tell them, who will be told and what they will be told and keep a record of this

REMEMBER

- ▶ Everyone's menopause is different
- ▶ It's up to them how much, or if, they share with you
- ▶ Open questions work best
- ▶ Talking about menopause is personal and not easy. They may be afraid of what might happen if they open up and are honest about what's going on for them.

For further workplace advice you might want to check out the following links:

<https://www.acas.org.uk/menopause-at-work>

<https://www.cipd.org/uk/topics/menopause/>

<https://www.equalityhumanrights.com/guidance/menopause-workplace-guidance-employers#background>