



Prompt Notes for:

MENOPAUSE AT WORK

ADVISORY - Please check before you deliver this workshop, who your audience may be, and tailor it to their specific needs. These notes can be used as an aid to help you during your presentation to HR, Employers, and even line managers.

In case you cannot for whatever reason access this as a PowerPoint, we advise you to have this printed off and find out in advance how many you have in your group and print off copies for everyone. Sometimes electronics do not work, and so it is best to be prepared. The pages correlate to the numbers on each slide (bottom left). We actively encourage you to also make notes of your own and you can do this once you start experiencing workshops. Make a summary at the end of each one, and ask yourself how you feel it went, what could you have done better, and what did you learn from it? How can you improve the next one?

OPENING SLIDE: This slide should be open for when your guests arrive or have entered your virtual workshop.

PAGE 1: Covered During This Session - Give an overview of what menopause is, why it happens and follow through with how symptoms can affect women. Give examples like low self-esteem, lack of confidence, some embarrassment, an admittance of ageing, feeling judged by others at work, inability to talk things through with line managers, temperature fluctuations at inappropriate times and lack of focus and concentration. They could also be experiencing

sleepless nights, added anxiety and even depression. This all impacts at work.

NOTE: You can pull information from the training platform, so please check that any information you are providing is clear, concise, and up to date.

PAGE 2: What is Menopause? - It is important for people to understand female biology, it is not just something that is a 'women's issue' it affects men too. It is everyone's issue, and more education is required to understand and support in the workplace and at home.

PAGE 3: Facts About Menopause - This slide is self-explanatory, however, go one step further and find some interesting facts of your own that might surprise them. Try to keep them as relevant as possible. Be engaging and even add humour where you can. There are some very interesting facts about menopause that employers will be unaware of. Do your research, and always fall back on the training platform when required.

PAGE 4: Troublesome Symptoms - It would be good to go into some detail about sleep disturbances during menopause as this is a big factor on general mood, wellbeing, concentration, anxiety, and depression. This is one of the fundamental issues that women face, and it can have the biggest impact on productivity, and even sick days. There are ways women can help themselves and that is why our free training is encouraged. However, understanding from bosses is also helpful because they may otherwise feel more pressure to perform, knowing that they are under the spotlight. Or at the very least, they feel as if they are. This creates more anxiety. So many symptoms can make women feel self-conscious and awkward at work. Please let us take some time to look at them in more detail, and perhaps you can make suggestions on how you feel this would make her feel, and what you as a colleague could do to help. Perhaps you have had your own experiences of this, or with a colleague already?

PAGE 5: Managing The Impact Of Menopause At Work – this is quite self-explanatory in the slide; however, you will be required to expand. This is a good time to start opening-up a full dialogue with your audience with an open

discussion about the impact and challenges, and what can be done within the constraints of the company (within its budgets). What do they currently do for mental health for example? Find out what their policies are like currently?

PAGE 6: Legislation - Talk about legislation regarding menopause, you will need to find this out for your own country (if you are not in the UK). A search engine like Google is most likely going to be the best source.

You will need to find out specifically if there are any laws covering menopause in the workplace. In the UK for example, this is currently covered under disabilities, but this may change very soon. Keep up to date with relevant law in your country.

PAGE 7: Successful Tribunal Claims – These are a couple of UK cases, and there may be more in your country, so it is worthwhile finding a few, and having some of your own notes on them to discuss. If there have not been any that you can find, then you must advise that as this is happening in many other countries, it is likely to start happening here too!

PAGE 8: Without Employer Support - (Extra points to mention:) if an employee does not get the help and support they need, it is increasingly likely that the effects of menopause can lead women to:

- Fear losing their job.
- Lose confidence and find her job more difficult.
- Make mistakes, due to brain fog or tiredness resulting in her having a lack of confidence in her abilities.

Support from the organization is key, perhaps she needs a little more training or some personal time off. Praise, encouragement and sensitivity is key. She could be suffering from stress, anxiety, and depression.

It is an all-round difficult period of her life, she may not be getting the support she needs at home and if the symptoms are severe, it will be stopping her enjoyment of life, which could lead to depression.

Anxiety may build and her ability to complete tasks may bring about more stress and worry. It is essential that sympathetic support is given to her at work during this time. Calling in sick - Some days will be particularly hard, and you may find these workers call in sick citing a different problem every time as they feel too embarrassed to mention menopause.

If a supportive menopause policy exists, and adaptations have been made, it is less likely that she will call in sick. As a last resort she may decide to leave her employment. Your organization will have costs to hire and train a new employee who may not be as experienced and will take time to adjust to the new team.

All employees should feel valued, whatever their circumstances. With careful management this can usually be identified before this drastic step occurs.

PAGE 9: Many employees do not reveal their menopause symptoms - this can be because the employee feels:

- Their symptoms are a private and/or personal matter.
- That menopause is a taboo subject in the workplace, something no one has previously discussed or opened-up about.
- Their symptoms might be embarrassing for them and/or the person they would be confiding in.
- There may be some initial embarrassment, after all it is a sensitive subject, but if it is handled carefully, it should allow workers to be more comfortable talking to their superiors/line managers.
- They may not know their line manager well enough. Perhaps by having a dedicated female welfare representative, female employees may feel more comfortable. However, if you promote your menopause workplace policy it may make discussions with line managers easier.
- She might feel that symptoms will not be taken seriously (however, once everyone is educated this should not pose a problem).
- If she does talk about her symptoms, she may feel that she could be the topic of discussion for gossip or jokes.
- As with any personal discussion, confidentiality should be established early on. It would be unethical to discuss personal details of such issues with colleagues unless it is agreed by both parties to be helpful.
- She may think that she will be thought less of, and less capable. Again, education is important - every single employee, be it manager, or

co-worker will be aware of the problems. A woman should never feel discriminated against because she is going through menopause.

PAGE 10: Open discussion with your group.

PAGE 11: Recommended Changes To Workplace Health & Safety - An employer must minimize, reduce, or (where possible) remove workplace health and safety risks for employees. They must also ensure menopausal symptoms are not made worse by the workplace or its work practices.

Make changes to help an employee manage their symptoms when doing their job. An employer must generally assess health and safety risks for employees.

Changes should include:

- Monitoring the temperature and ventilation in the workplace.
- Consider the materials used in an organization's uniform (whether the uniform might make an employee going through perimenopause or menopause feel too hot or worsen skin irritation).
- Somewhere suitable for the employee to rest.
- Make sure that the toilet and washroom facilities are easily accessible.
- Make drinking water available.
- Develop a policy, train managers and the whole team.

PAGE 12: Develop A Policy - Develop a policy and train all managers, supervisors, and team, to make sure they understand the following:

- How to have a conversation with a worker raising a perimenopause or menopause concern.
- Have a dedicated female representative where possible, it will be easier for her to talk things through. If she feels as though her organization takes her menopause seriously, she will be able to stay motivated.
- Include how the perimenopause and menopause can affect a worker/colleague.

This is an incredibly challenging time for her and with peri-menopausal symptoms lasting for perhaps 10 years it may become difficult for her to manage workloads.

What support or changes for the employee might be appropriate?

Let us discuss this...

The law relating to the menopause.

With laws protecting menopausal workers, it goes without saying that having a robust menopause policy in place and ongoing education for all employees is essential. It is no longer a taboo subject that can be ignored. Unions have been progressive in this and so must you.

An employee who knows their organization has a menopause policy in place will provide her with confidence to approach her line manager.

When you have a menopause policy in the workplace, it is best practice to promote it throughout the organization. Co-workers need to be educated as well as managers to avoid lengthy, costly, and unpleasant legal issues and perhaps tribunals.

It is the employer's legal responsibility to protect its workforce, (we can help with setting-up a menopause policy in your organization and we can put you in touch with our specialist employment lawyer who will create and develop your policy and train you). Would you like me to ask him to get in touch?

PAGE 13: Benefits Of A Robust Menopause Policy - Whilst having a menopause policy helps you stay within legislation it should not be the driver for creating one.

Progressive organizations want to protect their workforce, and if employees are happy and feel supported, they are statistically more likely to work harder and want to do their best for their employer.

It might only be women experiencing the symptoms, but it does affect a wider circle, this must be considered.

Showing support strengthens the team and it is everyone's responsibility to make sure that the team works well together.

PAGE 14: Gain Access to FREE Resources - Menopause Experts has free training available with lots of great information for everyone.

To access the free training take note of the web address - www.menopauseexpertstraining.com

PAGE 15: End, gain feedback and have an open discussion, thank all for taking part.