

# Help For *Line Managers*

**The Importance of Understanding  
Menopause At Work**

**How Menopause can affect  
Employees and Workplace Dynamics**

**EQUIP MANAGERS WITH THE KNOWLEDGE  
AND TOOLS TO PROVIDE SUPPORT**



# Understanding Menopause and Symptoms

## What is Menopause?

A hormonal transition marking the end of menstruation

## Average Age

While the average age is 51, menopause can occur earlier or later due to various factors

## Common Symptoms

Hot flushes, night sweats, mood changes, sleep disturbances, memory lapses and difficulty concentrating, plus physical symptoms like joint pain and headaches



# The Impact of Menopause on Work Performance

## Productivity Challenges

Difficulty concentrating, memory lapses, and fatigue can affect performance

## Increased Absenteeism

Some employees may need time off to manage severe symptoms

## Emotional Impact

Mood swings and anxiety can affect communication and team dynamics

## Physical Discomfort

Symptoms like hot flashes or joint pain can make it difficult to focus



# How can Managers Support Colleagues

## **Open Communication**

Encourage a culture of openness where employees feel safe discussing menopause related issues

## **Flexible Work Arrangements**

Offer flexibility in hours, remote work options, or breaks as needed

## **Provide Access to Resources**

Ensure employees know about available support, such as Employee Assistance Programs (EAPs), counselling, or Menopause Champions

## **Adjust Workloads**

Be mindful of adjusting workloads during particularly challenging times



# How Managers can Support Themselves

## **Educate Yourself**

Learn about menopause and its impact on work to better support your team. Become a Menopause Champion

## **Seek Support**

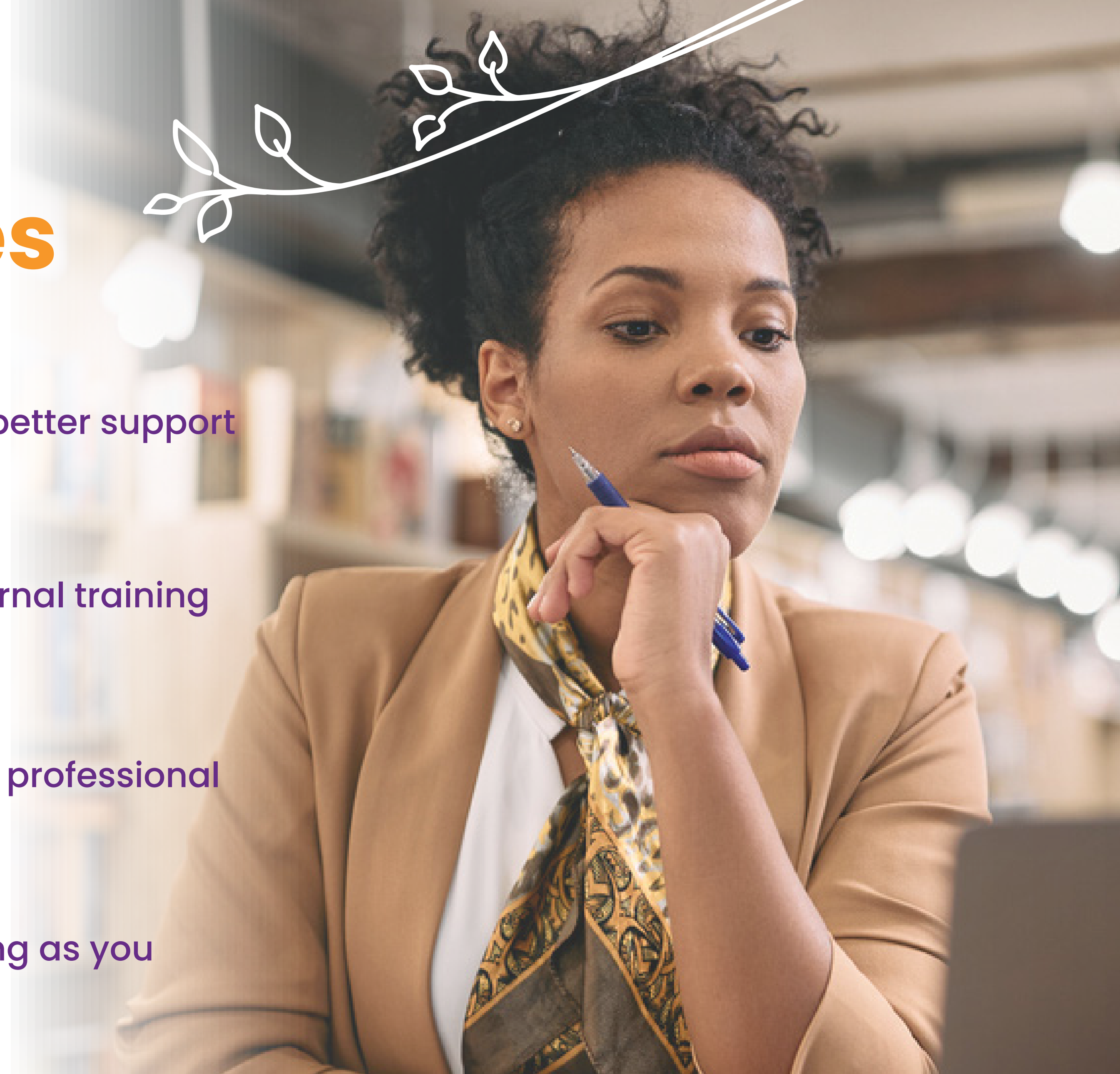
Use available resources like HR, peer groups, or external training to enhance your understanding

## **Balance Empathy with Professionalism**

Support your team with empathy while maintaining professional boundaries

## **Take Care of Your Wellbeing**

Remember to manage your own stress and wellbeing as you support others



# Creating a Supportive Workplace Culture



## **Normalise Conversations**

Encourage discussions about menopause as a normal life stage, reducing stigma

## **Inclusive Policies**

Implement and promote workplace policies that support employees going through menopause

## **Training for Staff**

Offer training for all staff on how to support colleagues experiencing menopause

## **Promote Wellbeing**

Foster a culture that prioritises the wellbeing of all employees, including those going through menopause



# Practice Tips for Daily Support

## Check-In Regularly

Have regular one-on-one check-ins to see how employees are doing

## Offer Privacy

Provide private spaces where employees can take a break or manage symptoms

## Be Flexible

Adjust deadlines or expectations if necessary to accommodate health needs

## Encourage Breaks

Remind employees to take regular breaks to manage stress and symptoms





# Resources for Further Support

## Employee Assistance Programs (EAPs)

Provide counselling and support for employees

## Menopause Champions

Trained staff members who can offer support and guidance

## Educational Materials

Share articles, books, or online resources about menopause

## HR and Occupational Health

Work with HR or occupational health services for additional support

