

INITIAL MEETING GUIDE

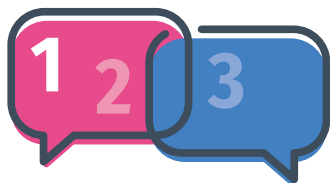


Your role as a manager is to provide a safe space for people to share their menopause experience and find ways to support them if they are finding certain aspects challenging.



Agree a time and quiet space where you won't be disturbed and explain the objectives of the meeting:

- ✦ Understand context of the situation and identify needs.
- ✦ To provide appropriate emotional and practical support.
- ✦ To signpost them to relevant resources internally and externally.
- ✦ To help them feel more positive and empowered about their menopause.
- ✦ To discuss reasonable adjustments to their workload and environment.



While the discussion should feel natural and organic, it can be helpful to outline a structure for the conversation, such as:

- ✦ Explain this session is not linked to performance and is pastoral.

- ✦ Reassure on confidentiality but some of the actions may require to be shared with others in the team or HR/OH/senior manager.



“Are you OK if we revisit and agree this at the end of the session?”

- ✦ Is there anything bothering you?
- ✦ How is that impacting daily life / work?
- ✦ What support do you have in place already?
- ✦ Have you gone to see a healthcare professional? If not, why not?
- ✦ Signpost to resources / options to manage menopause
- ✦ How supported do you feel at work?
- ✦ What ideas do you have that could improve issues at work?
- ✦ Agree reasonable adjustments with time frame.
- ✦ How do you want to communicate issues / adjustments to others?
- ✦ When shall we next meet up? (Be in touch if you need support before then.)