



A Quick Guide: Talking to Your Manager about the Menopause

We understand that it can feel difficult talking to your manager about how menopause is affecting you. However, your manager is there to help you be at your best at work.

Preparation for any conversation with your manager is important. This will result in much better outcomes for both you and your organisation.

1) Prepare for your Meeting

If your company has menopause resources on their intranet site, make yourself familiar with them. Some companies have a menopause policy or guidelines, menopause champions, and training available.

Alternatively, there are lots of external websites, podcasts and materials you can access to build your own understanding about the menopause.

It's a good idea to keep a diary of your menopause symptoms and how they're affecting you at work. Think about what practical, reasonable adjustments might help you, being flexible and ideally coming up with some different options. These may be for a short period of time while you work with your medical professional to alleviate your symptoms. We have a symptom checker & support form available to help you structure your thoughts.

2) Book a Meeting

This means you'll have time and a private space to talk and will be more likely to get your point across.



3) Explain Your Situation Clearly

Talk about how menopause is affecting you at work, what you're doing to manage your menopause symptoms and what your line manager could do to help.

Sometimes just knowing someone understands and is there to listen can help. If you need specific support, try to explain how this would help you e.g. reasonable adjustments and timescales.

Give your manager time to reflect on your discussion, seek appropriate advice and come back to you with their thoughts.

4) Confidentiality

It should be assumed, by your manager, that this is a confidential conversation, unless you give them permission to share with a relevant colleague or other employee support facilities. Your menopause is personal to you and you choose who you share this with.

5) Follow up.

At the end of the meeting put a time in the diary to meet again, whether that's to agree a way forward, to monitor progress or update how things are going. Menopause symptoms can change over time so adjustments may need to evolve too.