**Well-being Action Plan – Menopause**

Manager’s Guidance: Discussion with the Employee

 *This guidance is intended to provide a framework for discussion, which will vary, depending on every woman’s specific needs.*

 A female employee may wish to talk to their line manager about their own specific situation. In other instances, male employees or other female employees who are not experiencing the menopause direclty, but may be indireclty impacted by another woman in their life, may also appraoch their line manager.

* Allow adequate time to have the conversation
* Find an appropriate room to presever confidentiality
* Encourage them to speak openly and honestly

**Wellbeing Action Plan – Menopause**

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| Colleague details |
| Colleague name |  | Manager name |  |
| Employee number |  | School  |  |
| Role |  |  |  |
| Date of plan  |  | Date for review |  |

You can use a Wellbeing Action Plan to remind you what you need to do to stay well at work, and what your manager can do to support you.

You only need to give information that you are comfortable sharing and that relates to your role and your workplace. This form not a legal document – but it can help you and your manager agree together how to support you to address any health needs.

This form will be stored confidentially and not shared with anyone else, unless you tell us that is okay. The only time we may consider obtaining further advice is if there is a concern regarding a risk of harm to you or the safety of someone else.

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| **1. What helps you stay healthy at work?**For example: getting some exercise before or after work, getting some fresh air at lunchtime, time to talk to your manager. |
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| **2. Are there any situations at work that can make your menopausal symptoms worse for you?** For example: having to stand for a long period, temperature changes |
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| **3. How might experiencing menopause symptoms impact/affect you at work?** For example: difficulty with concentration, tiredness, needing to use the toilet more frequently, needing access to fresh air and water. |
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| **4. What can your manager do to support you to manage any menopausal symptoms at work?**For example: changing your start time if you’re experiencing disturbed sleep, making sure you have got access to cold water while you are working, making sure you’ve got easy access to toilet facilities, making sure the temperature is comfortable, providing a fan or access to fresh air, giving you somewhere to store extra clothes or change clothes during the day |
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| **5. Is there anything else you would like to share?** |
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