



Conversation guide for managers

There are more people experiencing menopause at work than ever before. Encouraging team members to talk about how menopause is impacting them and offering support can make a big difference. This conversation guide is designed to make supportive conversations about menopause easier for managers.

How is menopause affecting you?

Encourage people to share what they are experiencing. Actively listen and remember every woman will experience menopause differently. Be mindful that some people might not want to disclose symptoms they are embarrassed to talk about at work.

How is it affecting you at work?

Focussing on the symptoms that the person is experiencing, now talk about how each of these are impacting them in your workplace.





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Do you have everything you need to support you in managing symptoms?

This is an opportunity to signpost internal and external support – check your workplace policy or intranet for signposting. Refer people to the Australasian Menopause Society fact sheets and encourage them to seek help from a medical practitioner if needed.

What can I do to help?/What would support you at work?

Utilise the first three questions to inform this discussion – offer support that's relevant to the symptoms that are impacting the most. Use available workplace policies to decide on any reasonable adjustments and agree on a time to check back in. Refer people to your EAP or other workplace support where needed.

Use this guide to document what you have agreed and remember to keep conversations confidential.

