

**Sparking a  
new chapter of  
brilliance and  
resilience.**

**EMPOWER**

## **Individual Activity:** **Menopause Support Self-Audit & Personal Action Planning**



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## Purpose

Identify areas where your workplace can better support colleagues experiencing menopause, using both practical details and big-picture themes.

## What You Need

- **Menopause Workplace Support:** Audit & Action Planning Tool (use the checklist section)
- **Overview of the 5 Pillars:** Policy, Engagement, Training & Awareness, Support, Environment (see Slide 6 of the Garlick & Baughurst slides, if desired)

## Step-by-Step

### 1. Understand the 5 Pillars

- Before you start, look at the list of 5 Pillars. These are the main “themes” or categories, covering everything a menopause-friendly workplace should address.

### 2. Complete the Checklist

- Go through each checklist item, which is grouped under areas like Job Demands, Job Resources, Training & Awareness, Policy & Compliance, etc.
- Each item is marked with its pillar colour (Policy, Engagement, Training & Awareness, Support, or Environment).
- For every item, mark:
  - Yes: Fully in place
  - No: Not at all in place
  - Needs Improvement: Exists but needs work

### CRITICAL PERSPECTIVE:

- Not every pillar will have the same number of checklist items.
- This doesn’t mean some pillars are less important—just that, in practice, some areas (like Support) have more detailed actions to check.
- Pay close attention to ALL pillars, even if there are fewer items.

### 3. Spot Pillar Patterns

- After checking all items, look at your answers:
  - Do you see mostly “No” or “Needs Improvement” under a certain pillar?
  - That tells you where your workplace is weakest right now.
- Don’t just count items, think about which pillar, if improved, would make the biggest difference.

#### 4. Plan One Action

- Choose one gap, preferably from the pillar where you see the most need, or where a *single* improvement would be most meaningful.
- Write down one concrete action you could suggest or try.

#### Tips:

- Use the “pillar” labels or colours as quick guides.
- There’s no perfect score: the goal is honest reflection and practical next steps.

#### In Short

- Review the Pillars (big themes).
- Complete the checklist (detailed reality check).
- Notice which Pillars have gaps, regardless of item count.
- Pick one priority area and a small next action.

**Thoughtful auditing leads to real-world workplace improvement, even one good idea at a time.**

## Menopause Workplace Support Checklist

### Policy, Engagement, Training, Support, Environment

Area	Items to Check / Reflect	PILLAR	Yes / No / NI (Needs Improvement)	Comments / Examples / Resources
<b>Job Demands</b>	Are workloads and deadlines flexible during menopausal symptom flare-ups?			
	Is there awareness of physical, emotional, and cognitive job demands that affect menopausal employees?			
	Are specific psychosocial stressors (e.g., conflict, pressure) monitored and addressed?			
<b>Job Resources</b>	Do employees have autonomy and flexibility in scheduling and task assignments?			
	Do managers and supervisors provide supportive, informed leadership on menopause?			
	Are internal resources (HR, Occupational Health, wellbeing champions) available and proactive?			
<b>Salutogenic Environment</b>	Are menopause-related challenges openly communicated and normalised?			
	Is the work environment predictable, structured, and transparent regarding support options?			
	Does the organisation foster meaningful engagement and value contributions from menopausal employees?			
<b>Practical Support</b>	Are physical adjustments (temperature control, uniform modifications, access to breaks) available?			
	Are flexible work arrangements (remote/hybrid, staggered hours) formally supported?			

## Menopause Workplace Support Checklist

### Policy, Engagement, Training, Support, Environment

Area	Items to Check / Reflect	PILLAR	Yes / No / NI (Needs Improvement)	Comments / Examples / Resources
	Are confidential disclosure and support channels clearly established?			
<b>Training &amp; Awareness</b>	Is there mandatory training for managers/HR covering menopause awareness, communication, and legal aspects?			
	Are employees regularly engaged via campaigns, webinars, or newsletters to reduce stigma?			
	Is menopause included in the induction or onboarding process for new employees?			
	Are refresher or update training sessions provided regularly on menopause awareness?			
	Are employees trained on how to respond as peers, not just managers, to disclosures or menopause-related needs?			
<b>Policy &amp; Compliance</b>	Is menopause explicitly referenced in workplace health and inclusion policies?			
	Is the organisation compliant with EU directives on occupational health, non-discrimination, and equal treatment?			
<b>Monitoring &amp; Evaluation</b>	Are menopause-related outcomes (absenteeism, turnover, satisfaction) monitored regularly?			
	Is feedback from menopausal employees actively sought and acted upon?			