

# How to start a menopause conversation with your manager

## Making it a conversation that leads to change

It can still feel embarrassing talking about menopause at work. But every time we have a confident conversation at work about menopause, we're taking a step towards normalising the topic.



## Here are some top tips on how to talk to your manager:

- 1 Prepare what you're going to say – write down a few ideas if it helps and maybe even rehearse it with a close friend or partner.
- 2 Book a suitable time – it's best to try and get a private room if you're in the office. Ensure that you have adequate time booked so that you don't feel rushed.
- 3 Keep a diary of your symptoms – jot down how they're affecting you both physically and mentally. Try and mention specific examples wherever possible.
- 4 Be clear and don't feel embarrassed to open up – explain what is happening, the situation and how it is affecting your work.
- 5 Offer a solution – make suggestions on what would help manage your symptoms at work.
- 6 Follow up – give your boss time to digest what you've said and suggest a time to have a follow-up meeting to talk about next steps.

## Find out how personalised menopause support could benefit your people and your business

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