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### Trainer Information

**Tracy Madgwick** has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals. For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates. She is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licenced to deliver MBTI (Myers Briggs Type Indicator), DiSC and C-me tools.

### Booking Information

To book a place/s email

[bookings@networkforpractices.co.uk](mailto:bookings@networkforpractices.co.uk)

*Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.*

## A Manager's Guide to Menopause in the Workplace

**Date:** 17<sup>th</sup> September 2024  
**Times:** 1400 - 1600  
**Venue:** Zoom Online Platform  
**Places available:** 12  
**Fee/s:** NfP Members £60  
 Non Members £105

**This workshop is suitable for: Team leaders, line managers and supervisors**

#### Aim:

The aim of the workshop is to equip managers with the knowledge, skills, and strategies to effectively support employees going through menopause.

#### Learning outcomes:

At the end of this workshop participants will:

- Have an understanding of menopause at work
- Know how to approach sensitive discussions about menopause
- Be aware of reasonable adjustments
- Know about menopause policies
- Understand the importance of a supportive culture
- Be aware of relevant UK legislation related to menopause
- Know where to sign-post for further information

#### Workshop format:

The format will be informal and participative – everyone has an important contribution to make to the discussions.

A typical workshop will cover:

- **Understand Menopause:** Recognise the signs, symptoms, and effects of menopause on individuals, including how it can impact an employee's performance and well-being at work.
- **Effective communication:** manage sensitive discussions about menopause with empathy and confidentiality, ensuring employees feel supported and understood.
- **Reasonable Adjustments:** Apply practical strategies to accommodate employees experiencing menopause in the workplace.
- **Policies:** Contribute to or advocate for workplace policies that support menopausal employees, ensuring these policies are aligned with legal standards and best practices for equality and health.
- **Promote a Supportive Culture:** Foster an inclusive and supportive workplace culture that acknowledges and accommodates menopause, aiming to reduce stigma and promote understanding among all employees.
- **Legislation:** awareness of relevant UK employment law.
- **Examples scenarios**
- **Resource Navigation:** Sign-post employees to relevant support services, information, and resources related to menopause.