**Guide and tips for preparing to have a menopause conversation with you line manager**

**Prior to the meeting**

* Be prepared to give your manager a brief overview about the menopause in case they have limited knowledge before starting your conversation about your personal situation.
* Prepare what you are going to say – write down a few ideas. If helpful, rehearse what you are going to say with someone. Feedback is always useful and practice can help with feeling confident about what you want to convey.
* It can be helpful to keep a diary of your symptoms – record how they are affecting you both physically and emotionally. Use specific examples to share with your manager, particularly in the context of your role and work responsibilities. This will enable them to gain a clearer understanding of your situation and help with their formulation of ideas of how they can support you.
* Decide on a location where you feel comfortable to have your conversation and a space where you will not be interrupted. This may be within the office or off campus.
* Schedule sufficient time for your meeting.

**During the meeting**

* Your manager may not know much or anything about the menopause, the symptoms or how the menopause could affect an individual at work so before you start your conversation ask them if they have any knowledge about the menopause. This will enable you to understand the depth of explanations you may/may not need to provide.
* Be clear and don't feel embarrassed to open up – explain what is happening, the situation and how it is affecting your work. Remember your manager’s help and assistance with support will depend on how much information you are able to disclose.
* You know your personal situation best, offer a solution or make suggestions on what would help you to manage your symptoms at work.

**After the meeting**

Your manager may not readily have answers or solutions to assist you with your situation. They will need time to reflect on the information that you have shared therefore suggest a follow up meeting with them.