



Menopause Friendly Accreditation

Menopause Support Group Guide



This document will provide guidance and boundaries for your support group to grow and meet your objectives.

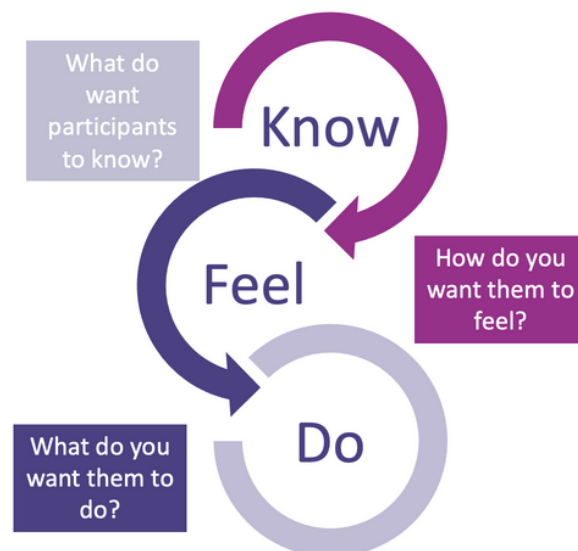
Introduction:

Many organisations find menopause support groups a great way to start and continue the conversation around menopause at work. Successful groups create a safe space for people to share their experiences, listen to others and be part of a network of support.

Following our members Think Tank, in which we discussed how to run such a group, we have created this workbook with ideas, suggestions and considerations of how this could work for your organisation.

What is included in this guide:

- Setting group objectives
- Terms of reference (TOR)
- Roles & responsibilities
- Key considerations
- Identifying and overcoming potential challenges





Objectives:

What are your objectives for a running a menopause support group?

Considerations:

What do you want participants to know?

How do you want them to feel?

What do want them to do?

What do you want the participants to experience?

How will you know you have achieved this?

Sample objectives:

- Create a community where people can share experiences, support each other and learn
- Offer the opportunity to meet up and not feel alone with your menopause journey at work
- Help everyone understand how to support a colleague or friend
- Set up an online forum for people to share and ask questions
- Create an open forum for signposting and NOT diagnosing or prescribing





Terms of reference

What are Terms of Reference?

Terms of reference (TOR) define the purpose and structures of project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.

Here are some suggestions that could be included in your TOR:

- We want to be an inclusive employer where every single one of our colleagues can fulfil their potential. This means putting wellbeing centre stage, and improving our menopause support is a big part of this.
- Why menopause? Because it's a something every woman will experience as part of every woman's life. It's not always an easy transition, and for those that suffer from symptoms, the right support at work can really make a big difference. (please remember that others can experience menopause symptoms - consider this from a ED&I perspective)
- While we can point you to where help and support is available, we aren't medical experts. We are all individuals, whether that's our menopause experience, personal preferences or medical history. So your GP is your first port of call to discuss treatments.
- Remember, this is not a place for advertising but a space to share experiences.
- Confidentiality is key – 'what happens in the group stays in the group'
- Membership is open to: (all/closed group/by approval/by invitation) amend as required
- The group will meet – (share frequency and details on how to participate)
- Central project group is made up of....



Terms of Reference

Considerations:

Where will this be stored?

How will it be shared/communicated?

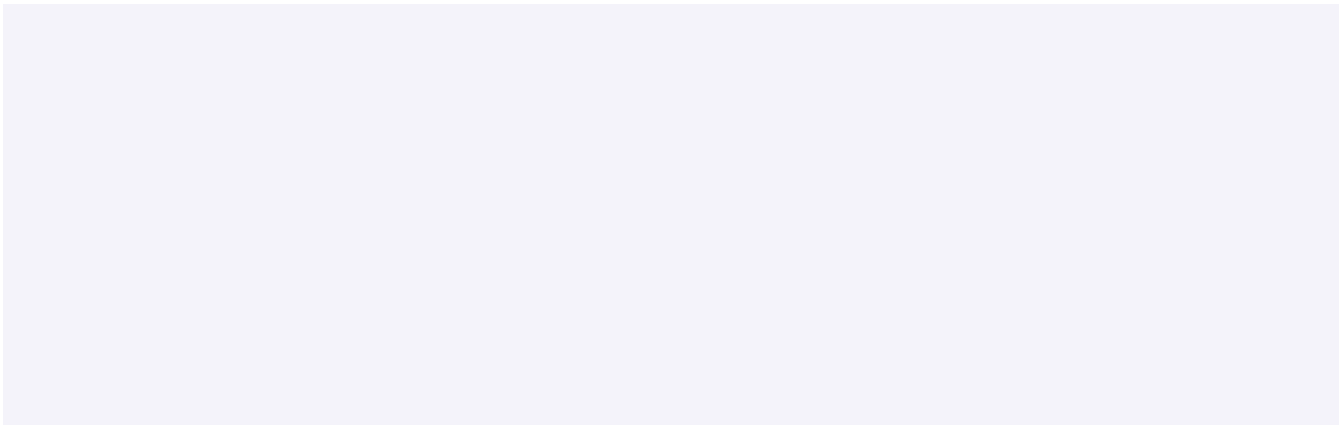
How do you plan to moderate your TOR?

Roles and responsibilities

What role and responsibility will each person take?

- **Host:** welcomes and facilitates the session.
- **Organiser:** arranges and invites participants and guest speakers.
- **Moderator:** reviews any posts or responses on an online forum and monitors conversations and chat for any 'meeting-style' session.
- **Member:** participate at your own pace with respect for others and the guidelines for the group.

Which person will look after each of these roles or share the role?





Other considerations:

What budget do you have for your menopause support group?

Considerations:

- What time period does this cover?
- Who needs to sign it off or approve?
- Is there an external supplier process if you're using external support?

What frequency do you plan to have these?

Considerations:

- Weekly, fortnightly, monthly?
- Available anytime (online group)
- Which day?
- What time of day?

How manageable is this?



What style of group do you plan to have?

Considerations:

- Yammer group
- MenoHealth
- Sofa chats
- Cafe style
- Walking group

How are you going to evaluate the effect of the group?

Considerations:

- Conduct periodic surveys of the group to understand the benefit of attending and the content requirements.
- Reflect on style.
- Retain attendance numbers (if you host a face-to-face or online meeting).



What are your potential challenges?

Think about anything that will stop this group being a success and consider how to remove this obstacle:



Useful links:

Menopause Café - <https://www.menopausecafe.net>

MenoHealth - <https://www.menohealth.co.uk/menohealth-at-work/>

Menopause Friendly Member Case Studies - <https://menopausefriendly.co.uk/case-studies/> (you must be logged into your membership to access this page)

Be proud to display the badge

