Discussion Plan Template

**Discussion Plan Template**

Prepare for the meeting

Building your knowledge about the menopause and how symptoms can impact on everyday life, including at work, will help you in the meeting. You will also want to consider your workplace risk assessment, and give some thought about the steps that could potentially be taken to support your team member.

With that in mind, the following may help you to prepare.

* Considering your workplace risk assessment - this [template risk assessment](https://stir.sharepoint.com/:w:/r/sites/HRTeamSite/Shared%20Documents/Health%20%26%20wellbeing%20%26%20EDI/Campaigns/2022/Menopause%20Awareness%20Month%20(Oct)/Menopause%20Toolkit/Menopause%20Risk%20Assessment.docx?d=w5b5ef1d0fefc45ca92c21a88553d30e2&csf=1&web=1&e=haN5le) checklist provides some common workplace issues relating to the menopause
* Reading the [Symptom Checklist](https://stir.sharepoint.com/:w:/r/sites/HRTeamSite/Shared%20Documents/Health%20%26%20wellbeing%20%26%20EDI/Campaigns/2022/Menopause%20Awareness%20Month%20(Oct)/Menopause%20Toolkit/Menopause%20Symptom%20Checker.docx?d=w42e72d90c83b4c9283ff373614d45d7e&csf=1&web=1&e=cYtiTr) and list of [Example Reasonable Adjustments](https://stir.sharepoint.com/:w:/r/sites/HRTeamSite/Shared%20Documents/Health%20%26%20wellbeing%20%26%20EDI/Campaigns/2022/Menopause%20Awareness%20Month%20(Oct)/Menopause%20Toolkit/Examples%20of%20Adjustments.docx?d=w1c430ea4bae64aa18ce182f7a93ba9cb&csf=1&web=1&e=IOCa7q). You will also want these to hand during the meeting.
* Having the [Employee Assistance Programme](https://www.stir.ac.uk/about/professional-services/human-resources-and-organisation-development/working-at-stirling/staff-mental-health-and-wellbeing/employee-assistance-programme-eap/) details to hand.

During the meeting

* Listen

1. What is your team member experiencing?
2. How do their symptoms affect them at work?
3. What steps are they taking already?
4. What do they need support with?

* Discuss - what support or adjustments can be put in place?

1. Workplace challenges
2. Reasonable adjustment agreed

Would a referral to Occupational Health help identify reasonable adjustments?

* Signpost
* To the [Employee Assistance Programme](https://www.stir.ac.uk/about/professional-services/human-resources-and-organisation-development/working-at-stirling/staff-mental-health-and-wellbeing/employee-assistance-programme-eap/)
* To their own GP if they haven’t yet visited
* To the ‘further advice and support’ section of this toolkit for those going through the menopause

After the meeting

* Share a copy of these notes and what you have agreed
* Set a date to hold a review meeting
* Update your workplace risk assessment if necessary to ensure the issues identified are addressed