

Menopause Action Plan FAQs

What should we include in the 100-word context section?

The context section is your opportunity to introduce your organisation and explain why menopause support is important to you. Keep it focused on your workplace, your commitment to employees, and what you hope to achieve.

You could include:

Who you are

“At [organisation name], we are a [sector] organisation with [number] employees across [locations/teams].”

Why menopause support matters

“Through employee feedback, we identified that [insert key challenge, e.g. colleagues were unaware of available support, managers lacked confidence, or employees felt uncomfortable requesting adjustments]. We recognise the impact this can have on [insert priority outcome, e.g. employee wellbeing, inclusion, or retention].”

Your commitment

“Through this Menopause Action Plan, we aim to [insert core commitments, e.g. increase awareness, support confident conversations, or ensure colleagues have access to the support they need].”

What if we are just starting our menopause journey?

You do not need to have everything in place before completing your action plan. The purpose is to identify where you are now and the steps you want to take next.

You could write:

“We recognise that we are at the beginning of our menopause support journey and are committed to building a more inclusive workplace through increased awareness, education and practical support.”

What if we already have menopause support in place?

Use the context section to explain what you have already achieved and how you want to build on it.

You could write:

“We have already introduced initiatives to support employee wellbeing and inclusion. This action plan will help us further embed menopause support across our policies, culture and everyday ways of working.”

What if we do not yet know what employees need?

Start by listening. Employee feedback can help shape the right support for your organisation.

You could include actions such as:

“We will gather employee feedback to better understand experiences of menopause and identify areas where additional support would be valuable.”

Should we include statistics?

Yes. While you don't need to include lots of statistics in your published action plan, you should collect baseline data before implementing your actions.

The Government guidance recommends tracking the metrics linked to each action, using existing workforce data where possible, and measuring progress at regular intervals to demonstrate the impact of your action plan over time.

How do we make sure the action plan creates real change?

Assign ownership, set timelines and review progress regularly.

You could write:

“Progress against this action plan will be reviewed regularly to ensure actions remain relevant, measurable and aligned with employee needs.”

What should we include in our actions?

Focus on specific steps rather than broad goals. A strong action should explain **what you will do, who it supports and when it will happen**.

For example:

Instead of:

“Improve menopause awareness.”

Try:

“Deliver menopause awareness training for all people managers by [date] to build confidence in supporting colleagues.”

Other sentence starters:

- “We will introduce...”
 - “We will review...”
 - “We will support employees by...”
 - “We will equip managers with the confidence to...”
 - “We will measure progress through...”
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How detailed do our actions need to be?

Your action plan does not need to capture everything you hope to do forever. Start with realistic, achievable steps that will create meaningful change.

Consider:

- What needs to happen?
 - Who is responsible?
 - When will it happen?
 - How will you know it has made a difference?
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Can we mention our values?

Absolutely. If your organisation has values around inclusion, wellbeing or belonging, this is a great place to reference them.

For example:

"Supporting colleagues through menopause aligns with our values of inclusion, respect and wellbeing, helping us create an environment where everyone can perform at their best."

Who should write the context section?

Usually someone leading the action plan, such as HR, People & Culture, DEI or Wellbeing. However, it should reflect the organisation's voice rather than an individual's.

How do I fit everything into 100 words?

The word limit is intended as a summary, not your full strategy. Keep your action plan concise and support it with more detailed policies, implementation plans or evidence where appropriate.

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What if we've already implemented everything?

The action plan is about continuous improvement, not just introducing new initiatives. Focus on reviewing impact, measuring outcomes, refreshing training and communications, and identifying opportunities to build on your existing support.

Sentence starter:

"Building on our existing menopause support, we will..."

What if we don't know where to start?

Start by answering these four questions:

1. Who are we?
2. Why does menopause matter to our organisation?
3. What are we hoping to achieve?
4. How will this action plan help us get there?

If you answer those four questions, you'll usually have a strong context statement.

Other FAQs about completing the action plan

Q: How detailed do our actions need to be?

Be specific enough that someone can understand what you'll do, but don't feel you need to map out every activity. For example, "Deliver menopause awareness training for all line managers by March 2027" is more useful than "Improve awareness."

Q: What if we can't complete every section right now?

That's okay. The action plan is intended to evolve. If something is still being developed, note your intended approach and include a realistic timeframe.

Q: How ambitious should our targets be?

Choose actions that are achievable within your available time and resources. A smaller number of well-delivered actions is more effective than a long list that can't be completed.

Q: Can we include actions we've already completed?

Yes. If you've already introduced initiatives, include them as part of your baseline and explain how you'll build on them.

Q: How often should we review the action plan?

Many organisations review progress every 6–12 months, or alongside wider wellbeing, EDI or people strategy reviews. Regular reviews help ensure actions remain relevant and are being delivered.