

# AGE

INCLUSIVE

WORKPLACE




## PLANNING FOR YOUR FUTURE

## VIRTUAL & FACE TO FACE WORKSHOPS

*99% of attendees  
surveyed said they would  
recommend this workshop  
to colleagues*





**The demographics of Scotland's workforce are changing** and there are twice as many people aged 65 years and over in employment in Scotland today compared to 10 years ago. With only 20% of UK workers feeling that they can talk openly with their manager about their retirement plans, there is a real need for organisations to support employees over 50 in planning for their future. Talking openly about retirement also allows organisations to engage their older workers, maximise skills and succession plan



## Workshop aim

Our Planning For Your Future workshop enables employees to better prepare for their retirement and feel comfortable having honest and open discussions with their employers. This will also result in a tangible benefit to organisations in terms of resourcing and succession planning.



## Benefits

- Creating an open culture between your organisation and staff facilitates open and honest discussions about retirement.
- Helping your employees decide and communicate their plan for later life can help organisations with resourcing and succession planning.
- Organisations gain goodwill when they show that they support employees in thinking about their futures.
- This workshop will both support employees and recognise their service and contributions.



## Audience

Our one-day pre-retirement workshops are designed for employees who are planning to leave permanent full-time employment in the next 5 years, though anyone is welcome.

We understand that employers can sometimes feel concerned about adopting specific policies and training for targeted age groups for fear of being ageist and that they can feel uncertain about having conversations with older workers about retirement. Age Scotland can guide you on how to sensitively integrate our workshops into your training programme and we can also provide tailored material to help promote the workshop to employees.

**“Very informative and useful with knowledgeable speakers. It was good to have the opportunity to share thoughts with other attendees.”**

*Anne, workshop attendee, Edinburgh.*

**“Excellent workshop. Would highly recommend to all of my colleagues.”**

*Janette, Scottish National Heritage, Inverness, Edinburgh.*

**“Very informative. All of the topics covered were ideal.”**

*Bob, workshop attendee, West Lothian.*

**“Loved the whole day and learnt a lot. I've made an action plan of what I now need to do.”**

*Susan, workshop delegate, Edinburgh.*



## Content

The full-day workshop provides independent and impartial advice in the following four areas:

| Money Matters & Tax                     | Legal Issues                 | Health & Wellbeing   | Time & Activities in Retirement   |
|---|------------------------------|--|---|
| Making the most of your money           | Wills<br>Living wills        | Managing yourself through the retirement transition                                      | Recognise and plan for the additional free time in retirement   |
| Money matters planning                  | Power of Attorney            | Keeping active – what is moderate exercise?  | Identify opportunities available to you   |
| Understanding pensions and your options | Care costs<br>Equity release | Keeping connected  | Understand what toolkit you may need to achieve your ideas  |
| Savings and investments                 | Legal Aid                    | Understanding the impact of sedentary behaviours<br><br>Maintaining strength and balance | Identify any hurdles or challenges you may face and how to overcome them<br><br>Provide you with an outline planning tool |

## Workshop outcomes

- Attendees will feel more comfortable in openly discussing their future plans with their employer.
- Managers are enabled to respond effectively to resourcing and succession planning.
- Attendees will formulate a clear action plan of next steps including how to approach discussions with their line managers.
- Attendees will feel more informed in all of the key areas linked to retirement planning including financial and legal issues, health and wellbeing and ‘free time’ management.

## Costs for the full day workshop

We run a number of open workshops throughout the year with costs as follows:

|                               |             |   |
|-------------------------------|-------------|---|
| <b>Individual place</b>       | <b>£245</b> | <b>Block of 10 places</b> (valid for 24 months) <b>£2205 (10% saving)</b> |
| <b>Individual and partner</b> | <b>£350</b> | <b>Block of 20 places</b> (valid for 24 months) <b>£3920 (20% saving)</b> |

We can also run a bespoke in-house workshop or webinar specifically for your staff:

- Face-to-face or virtual workshop for up to 16 delegates - £1995 + VAT
- Virtual 1 hour webinar for up to 100 delegates - £595 +VAT

*All prices exclude VAT.*

## Find out more

Open courses can be booked online at [www.age.scot/planningforyourfuture/booknow](http://www.age.scot/planningforyourfuture/booknow)

To discuss hosting your own in-house workshop or for more information, please contact:

**Jonathan Park**

**07808 024 807**

**[Jonathan.park@agescotland.org.uk](mailto:Jonathan.park@agescotland.org.uk)**

**Causewayside House, 160 Causewayside, Edinburgh, EH9 1PR**

**0333 323 2400**

**[www.age.scot/age-inclusive-workplace](http://www.age.scot/age-inclusive-workplace)**

Age Scotland is the national charity for older people. We work to improve the lives of everyone over the age of 50 so that they can love later life.

Age Scotland are experts in the whole spectrum of age-related issues in the workplace and are uniquely positioned to provide you with independent, practical, informed and legislatively current workshops.

We have impacted over 4,500 people in the workplace and delivered over 250 workshops aimed at making Scotland's workplaces more age inclusive. Our Planning For Your Future workshops are impartial and 98% of workshop attendees said that they would recommend to colleagues.

"Every session is delivered in a relaxed and friendly manner with lots of informative insights."

*John, workshop attendee, Glasgow.*

## **Our other Age Inclusive Workplace workshops include:**

### **Age Inclusion for People Managers**

This workshop enables managers to understand ageism in the workplace and the steps they can take to be more age-inclusive and foster a positive working culture in which staff of all ages are able to fulfil their potential and aspirations.

The workshop includes real-life examples and research as well as interactive activities and opportunities for thought-provoking and engaging discussion.

### **Unconscious Bias**

Unconscious Bias training can be an important part of an organisation's diversity and inclusion programme but to create a cultural shift in behaviours there is a need for people to have a motive to change. Our workshop helps create that motive through the use of thought-provoking digital media which enables attendees to focus on their own personal unconscious biases and reflect on how these impact other people.

Our Unconscious Bias workshop addresses age-related biases, which are often missed, alongside other protected characteristics such as race, gender and sexual orientation.

### **Dementia Awareness**

Around 90,000 people in Scotland live with dementia and as working beyond 65 becomes more common, more people will experience early symptoms of dementia while in employment. Many may also be unpaid carers for someone living with dementia or come into contact with customers affected by dementia.

Our Early Stage Dementia workshop looks at what dementia is and why it's relevant to the workplace, the symptoms and risk factors and how to communicate effectively and empathetically with someone living with dementia. It also covers employers' legal obligations and looks at how those living with dementia or a carer may be supported to continue in employment.

### **Functional Fitness MOT**

By 2025 there are estimated to be 1 million more workers over the age of 50 in the UK making health and wellbeing at work a priority in ensuring that people can stay fitter and work for as long as they want or need to. The Functional Fitness MOT is a personal fitness review specifically designed for people aged over 50 years that helps them stay fitter in work and later life.

The review looks at areas such as balance, strength and flexibility and gives staff the opportunity to understand any issues and discuss changes to benefit them now and in later life.

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For more information, please email [jonathan.park@agescotland.org.uk](mailto:jonathan.park@agescotland.org.uk)