

AGE

INCLUSIVE

WORKPLACE




PLANNING FOR YOUR FUTURE WORKSHOPS

Information
for employers

*98% of 2,000 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 successfully.



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 Living wills	Managing yourself through the retirement transition	Recognise and plan for the additional free time in retirement
Money matters planning	Power of Attorney Care costs	Keeping active – what is moderate exercise?	Identify opportunities available to you
Understanding pensions and your options	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 Maintaining strength and balance	Identify any hurdles or challenges you may face and how to overcome them 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 in Edinburgh, Glasgow, Dundee and Aberdeen with costs as follows:

Individual place	£210	Block of 10 places (valid for 24 months) £1890 (10% saving)
Individual and partner	£350	Block of 20 places (valid for 24 months) £3360 (20% saving)

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

- A fixed price of £1975 + VAT for up to 16 delegates (£125 + VAT per delegate).
- The option of adding bespoke content to ensure the day is as relevant as possible for your people. For example, we can include some time for you to provide an overview of your pension schemes or flexible working options.
- No travel required for delegates (we can run workshops at any of your locations in Scotland).
- Personalised marketing materials can be supplied to promote workshops internally.

All prices exclude VAT.

Find out more

Open courses can be booked online at www.age.scot/planningforyourfuture/booknow

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

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www.age.scot/age-inclusive-workplace

Why learn with Age Scotland?

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.

Our other Age Inclusive Workplace workshops include:

Age Inclusion In Your Workplace

Managed well, age diverse teams can be extremely beneficial to organisations in terms of experience and skills sharing. Our Age Inclusion workshops increase knowledge of ageism among employees as a personal workplace responsibility and fosters a positive working culture in which staff of all ages feel better supported by both employer and co-workers.

This workshop also helps intergenerational teams and their line managers improve collaboration, communication and effectiveness, enables managers to respond effectively to ageism issues and helps organisations minimise risks associated with age diversity, ensuring legal compliance.

Early Stage Dementia In Your Workplace

Around 90,000 people in Scotland live with dementia and as changes to retirement and state pension rules make working beyond 65 common, more people will experience early symptoms of dementia while in employment. Many may also be unpaid carers for someone living with dementia and a growing number of people who use your organisation's products and services may be 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.

For more information, please email jonathan.park@agescotland.org.uk

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

John, workshop attendee, Glasgow.

