

PENSION AWARENESS WEEK

How employers can support

Here are simple actions to encourage pension awareness across your organisation during the week:

Kick off with Awareness

- Make a company-wide announcement to kick off Pension Awareness Week.
- Each day for the rest of the week, send a short email guiding your team on how they can make the best of their pensions – from finding old pots, to planning their contributions and retirement goals.
- Use the template in the daily focus themes point to plan your pension awareness week



Daily Focus Themes

Use each day to spotlight one practical action:

- **Day 1 – Know Your Pots**
Encourage staff to find all their current and old pensions. If they're having trouble, recommend a service like Pension Search.
- **Day 2 – Understand Contributions**
Explain employee vs. employer contributions. Run a short webinar or Q&A with your pension provider for more insights.
- **Day 3 – Plan Your Retirement**
Promote interactive tools like Mintago's Retirement Planner, where employees can set target retirement ages and income levels.
- **Day 4 – Maximise Benefits**
Remind employees of tax relief, matching contributions, and additional employer benefits.
- **Day 5 – Take Action**
Encourage staff to update their contributions, consolidate pots, and set retirement goals.

Provide Learning Opportunities

- ▶ Host a lunch & learn on pension basics.
- ▶ Share short videos or infographics.
- ▶ Make resources available on your intranet.

Create Conversations

- ▶ Encourage managers to bring up pensions in 1:1s.
- ▶ Use wellbeing champions or peer advocates to share their own pension journeys.

Keep It Going Beyond the Week

- ▶ Offer quarterly check-ins or workshops.
- ▶ Send reminders to review pots and contributions annually.
- ▶ Continue embedding pensions into your financial wellbeing strategy.

