

Ten2Two.

Part-time professionals.

Returning to Work.

Returning to work after a career break? Here are some simple ideas captured from many discussions we've had with professional people seeking a return to the workplace



1. Refresh your outlook

Returners need to get back into 'work mode'. Think about what and where you could work. Did you work for a multinational but might prefer to work for a local business? Did you work full-time but may now prefer part-time or flexible hours? Consider your options by talking to friends and researching online about the workplace and the jobs market. You need to be focused on work to find work.

Returning to work may change your life – often for the better! Think about how working will affect your day to day life and your family. Will you need more support around the house or with your children? Will it affect the family dynamic? Will you need to rely on friends for more support? Talk to your family and friends about how this change may affect you and them, emotionally and practically.

If you're thinking about a complete change of career, consider how your current skills transfer to other roles and the type of job you might want. You may still have 15 or 20 years of your career ahead of you so it could be worthwhile investing in some professional career coaching support.

2. Refresh your professional skills

Think about volunteering for a local charity on fundraising or helping out at events or their facilities. Once you're an established volunteer, ask for a project in your specific professional area. Charities often need help in finance, marketing and operational areas.

Additionally, think of offering a local business some of your time, free of charge, to help out on a project or task. This informal 'internship' will bring you back up to speed and like the charity work, give your CV a more contemporary feel.

3. Refresh your work skills

If you've become unaccustomed to some of the latest technology, find a way to start using the latest versions of MS Word, Excel, PowerPoint and Outlook. The systems you used to use in your work may also have changed or been updated. Ask your local contacts who may use the new systems to give you some pointers.

Do you use the internet? Many businesses use internet-based systems and tools for sales, customer service and general management so research the current trends.

4. Refresh your qualifications and memberships

If your industry memberships have lapsed, re-register. This could be a worthwhile investment as it signals your commitment to returning to work in your specialist area.

5. Refresh your knowledge

Either through online research or via your professional body, get up to speed on the latest developments and trends in your sector and your profession. Legislation, regulations and working practices will inevitably have changed since you last worked.

6. Refresh your CV

If you have been volunteering or working for local organisations during your carer break, put that on your CV as many employers respond positively to active people even if they haven't been formally employed.

Have some of your old employers changed name? Update them so employers can quickly understand who you worked for. Search online for CV writing hints and tips to make your CV as relevant and contemporary as possible – and check out Ten2Two's CV and Interviewing tips!



7. Refresh your contacts:

Use LinkedIn to re-connect with some of your old work contacts. A large percentage of jobs are found through personal contacts and referrals so re-establishing contact is a good idea. Ex-colleagues won't mind (and in many cases will welcome) a message from an old colleague saying 'Hi, long time no speak'!...and it's the easiest way to catch up on what's going on in your industry.

If you're thinking about working locally, talk to your local friends and contacts who may either be employers themselves or who could put you in contact with local companies.

Consider registering with organisations that specialise in helping returners such as Ten2Two (www.ten2two.org).

Good luck and persevere!