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Re-evaluating your skills when returning to work

There are two obvious things to consider when re-evaluating your skills to return to work.

1. What skills do you have and want to utilise?
2. Do you need additional skills or refresher training?

Where do you start?

If you are considering a new profession or have been out of the game for a while it's worthwhile completing a 'skills audit'. Brainstorm and create a mind map or make a list of the type of skills you enjoy, are good at and would like to utilise back at work. For example, project management, marketing, customer service, bookkeeping, training etc. Include new skills you would like to acquire.

Next, self-assess and rank your skills from 1 to 10 + based on your level of competence or experience and your level of confidence to perform the skill. Circle the skills that appeal most and the ones which you need to develop or refresh your knowledge in. At the same time, review job advertisements and get an understanding for what employers are looking for.

Research what training options exist to support you to up-skill via Professional Associations, TAFE, Universities and other learning providers. You may also consider undertaking volunteer work to gain practice and build confidence before launching back into paid employment. Some State and Territory Governments offer education grants for parents returning to work however you will have to review the eligibility requirements.

Emma Walsh is founder of www.mumsatwork.com.au - Australia's leading provider of return to work guidance; family friendly solutions and flexible work tools, for mums, dads and employers.