



Working Parents Toolkit

The Working Parent's Toolkit provides all the information and resources needed to successfully manage the employee → working parent transition.

This Toolkit is the HR business solution for supporting expectant parents, employees on parental leave, and working parents.

Contents

The Toolkit is divided into 10 sections:

1. Managing Pregnancy at Work
2. Preparing for Parental Leave
3. Preparing for Baby
4. Your Time on Leave
5. Preparing to Return to Work
6. Flexible Work Arrangements
7. Managing your Career as a Working Parent
8. Childcare
9. Resources
10. FAQs

Inside these comprehensive chapters, we've covered the full life cycle every parent transitions through as it relates to their career and your company. The Toolkit includes everything from organising workloads and the importance of communication between employees, teams and managers; maintaining skills and connections while on leave; to successfully managing the return to work.

The Toolkit also explores common work-related questions and insights into the often 'unspoken' issues such as rebuilding self confidence, maintaining social interaction, and the experiences of life after baby from both parental perspectives.

More than a toolkit of information, this workbook includes activities and checklists, templates and action plans to assist working parents with decision making, career planning and return-to-work strategies.

Created by a collaboration of 'work & parenting' experts

Emma Walsh – Mums@Work

Kate Sykes – CareerMums.com.au

Rebecca Harper – Reach Career Potential

Karen Miles – 'Motherhood & Career' Speaker, Bestselling Author

Sacha Molitorisz – Sydney Morning Herald parenting writer

Nicole Mills & Sheila Ghosh – WeeWunz, Corporate Child Care Solutions

Delia Timms – Find A Babysitter

Answers & Solutions to:

Employer/ee obligations & entitlements
Rights & responsibilities
Safe work environments
Discrimination at work
Types of parental leave
Preparing for parental leave
Managing colleague expectations
Career management
Conducting career reviews
Return to work options, negotiations & checklists
Understanding flexibility
Work/life balance
Understanding working parents
Types of childcare & childcare advice
...and more.

Employees

As a new parent combining work and family responsibilities, there are many things that you will need to consider and decide before and after the baby arrives. This Toolkit has been prepared by working parents who understand the challenges, thinking, and decision-making support new parents need. Use this Toolkit as a reference guide while you are pregnant at work, on parental leave, and when you decide to return to work.

Employers

This Toolkit is considered a must for organisations who want to retain valued, skilled and experienced employees. It provides practical advice and tools to:

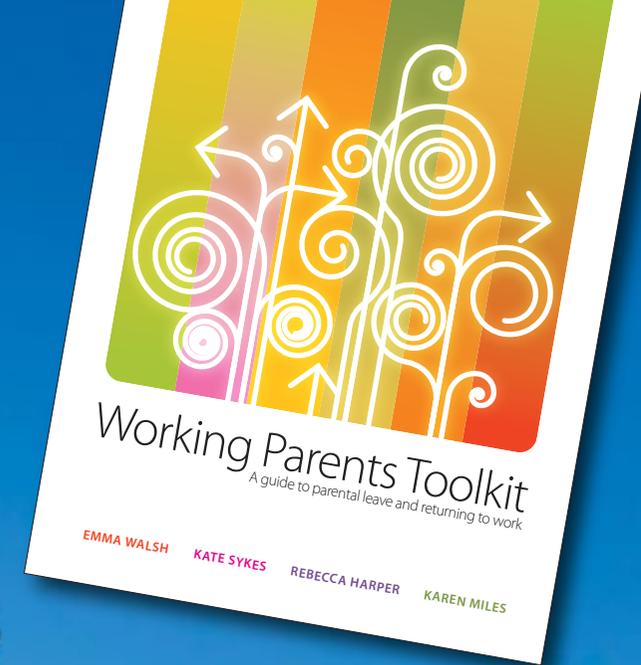
Manage pregnancy at work

Prepare for parental leave

Stay in touch while on leave

Consider return to work options

Tackle the challenges presented by childcare and work/life balance



I'm going to be a parent!

What exactly are my entitlements?

How will pregnancy impact my job?

How can I prepare for parental leave?

What issues should I discuss with my manager?

Do I need to consider anything while I'm on leave?

When and how should I prepare for my return to work?

How can I effectively manage the transition back to work?

What do I need to know about managing my career as a working parent?



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