

Returning to Work Checklist

If the client has been out of the working environment for some time—perhaps with parental responsibilities or long-term sickness—a return to the workforce may prompt concerns regarding a lack of skills or few strengths (Niles & Harris-Bowlsbey, 2017).

Use the following checklist to remind clients of their many strengths and transferable skills from previous employment or their duties outside.

Answer the following questions, reflecting on skills gained inside and outside of the workplace (including caring for others, organizing groups, handling finances, and managing difficult situations):

Describe an example of when you have managed multiple tasks at the same time:

Describe an example of when you had to decide which of several competing tasks took priority:

Describe an example of when you had to manage limited time resources:

Describe an example of when you had to manage a budget or finances:

Describe an example of when you had to train or teach others:

Describe an example of when you had to resolve conflict:

Describe an example of when you had to manage people:

Every person brings with them skills and strengths. The above exercise helps to remind the individual that they may not have been developed or practiced in the workplace.

References

- Niles, S. G., & Harris-Bowlsbey, J. (2017). *Career development interventions*. Hoboken: Pearson.

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