



## How to Take the Fear and Confusion Out of Going Back to Work After Taking Time off To Raise Your Kids

This special report covers creative ideas and strategies for women returning to work after raising children. It identifies a series of steps that will take the fear and mystery out of re-entering the workforce. Going back to work after taking a break to stay at home with the kids can be scary and it can feel overwhelming. Whether it is your desire to return to work or whether it is being forced upon you for financial reasons, you are probably asking yourself:

- **What should I do first?**
- **What steps should I take?**

I know how challenging and daunting it can feel to try to transition back into the workforce. Many women feel as though they have nothing to offer a potential employer. They have been out of "it" for too long and they have no idea what they REALLY want to do.

I can take the pain and mystery out of your transition. I can help you figure out what you should do first. I can walk you through the steps you need to take to make an easy transition.

First you need to identify your strengths. YES! **Your strengths** We all have them.

Strengths are talents + skills. To develop your list I encourage you to do the following:

1. Think about all of the activities you have been involved in for the past few years.
2. Create a list of the skills that you currently use to run your household and raise your children?

3. Identify any volunteer work you might have done in the classroom, with a sports team or for a fundraiser?
4. List all of the things you like to do in your spare time?
5. Reflect upon all of the things you enjoyed doing when you were working for a paycheck.
6. Ask your friends to tell you about the skills and talents they think you possess.

Remember, just because you have not been getting paid for your work during the past few years doesn't mean you haven't been working.

A client of mine shopped a lot in her spare time. She loved fashion. She also loved managing fundraisers and working with people. She decided that she wanted to work in a local store selling clothing. She loved the clothes at the store, she received a discount and she was able to work close to home.

In less than a year she was promoted to Manager and she was ultimately recruited by a different clothing company to be a District Manager. She took her strengths, interests, skills and experience and turned them into a career. Her first job might not have been particularly glamorous, but it got her foot in the door and leveraged her strengths so that she could excel professionally.

Once you have identified your strengths, skills, interests, current responsibilities and accomplishments you are ready to consider different career options.

<http://online.onetcenter.org> is a wonderful website that identifies jobs and gives fantastic descriptions. It is a great way to generate possibilities and open your mind to the many opportunities that will enable you to leverage your strengths.

To learn more about potential opportunities you can also conduct informational interviews. Informational interviews are a way to learn more about a potential career or job. If you think you might be interested in becoming a sales person, you should take time to speak with at least two sales people in a field of work that interests you. Ask them about their typical day, how they got their current position, what they like and dislike about their current position. Most people are happy to talk about themselves.

Selecting a job target is often the most challenging part of the process. There are so many opportunities to choose from, but which one is "right" for you? It is essential that you take the time to clearly define what you are looking for in a new job opportunity. It makes no sense to write a resume until you know what type of job you are seeking. It makes no sense to begin networking for a job until you know what type of job you are looking for.

Take the time to explore job opportunities. It will save you time and aggravation in the long run. Ask people about their jobs. Keep your mind open to what excites you. Your ideal job should leverage your strengths and make you feel empowered and happy. Your friends and family can support you in generating ideas and exploring options. As your coach, I can help you over this hurdle.

Once you have identified your desired opportunity you can write your targeted resume and begin to sell yourself. Your resume should highlight the skills that are needed to perform your desired job. It is recommended that you begin with a summary of your skills or a job objective.

To further explain how you used your skills most recently, you can label your experiences as "Related Experience."

The purpose of the resume is to market yourself to prospective employers and to get your foot in the door for an interview.

Networking is very important during this phase of the job search.

Talk to friends, previous colleagues, neighbors...anyone and everyone about what you are looking for. Develop your own 30 second speech that clearly articulates something about you and what type of job you are seeking. Keep it succinct and use it as a way to open the door.

A good 30 second speech will pique someone's curiosity. They will want to learn more about what you are looking for and how they can help you. Don't be shy, you will find that most people want to help.

Everyone feels good when they help another person.

Susie learned the value of a strong 30 second speech. She has a developmentally disabled son who was about to finish high school.

She had been a social worker in her "pre-mom" life and had spent the past 18 years caring for her son. She also spent the past 18 years learning about how challenging it is to secure services for a developmentally disabled child. She learned how to research options and push the system to get what she needed for her child.

Now that her son was about to become an adult in the eyes of the "system" and she felt ready to get back in the workforce. She clearly defined what she wanted to do when she returned to work. She conscientiously told everyone and anyone that she was looking to help others who have developmentally disadvantaged children get the services they deserve.

At one cocktail party/fundraiser she was telling her story to a gentleman who asked her follow up questions and ultimately asked for her contact information. He thought he might have an opportunity for her. He was impressed with her mixed background. He didn't care about the fact that she hadn't earned a paycheck in 18 years. Within weeks she was assigned to one family. Within a month they were begging her to take on more work.....you never know where your opportunity will appear!

The next step in the return to the workforce process is to shine during your interview. The interview is your opportunity to sell yourself. **If you don't tell** a prospect how wonderful you are and why you are qualified to fulfill the responsibilities of your desired job, **how will they know.**

In order to sell yourself you must feel confident. You must be able to clearly identify your skills, strengths and experiences. You must be able to give real examples of where you used them. Stories sell!

Mandy wanted to re-enter the workforce. She was interested in going back to work in a restaurant. When she applied for a job the restaurant manager was not terribly interested in hiring her because she had never worked in one before. Mandy was confident about her skills and persuasive in her approach. She explained to the manager that she ran a household with three children. She singlehandedly cooked and served her family three meals a day without fail. She clearly expressed all of the ways in which she was more than qualified to work in a restaurant. The Manager decided to hire her and never regretted his decision.

Once you have a job offer, the final step is the actual transition back to work. You will experience strong feelings, but you will also have the opportunity to use this as a growth opportunity for you and your children. If you remain positive, your children will follow your lead.

Returning to work is an opportunity for your child to feel like an important part of your family team. Returning to work creates an opportunity to empower your child to take on more responsibility (if old enough) and to experience the thrill of helping out and supporting your success. Your child will gain valuable experience as a result of the transition.

Communication is very important throughout the transition. Work together to problem solve - how dinner will get on the table, how the house will get clean and how each child will be able to get to their respective activities. Don't leave your child in the dark. Allow them to voice their concerns and work together to smooth the bumps.

Change is never seamless. Change is a challenge for a parent who goes back to work, as well as a parent who chooses to stay home after working for years. When I decided

to stop working in a traditional office and chose to open my own business, my children missed the takeout food I used to bring home. They got tired of my cooking pretty quickly. Eventually, they learned to cook for me!

What a treat to have dinner prepared for me by my children.

They had their own adjustment period that occurred as a result of my modified schedule. Keep in mind that any change is a process that you can work through together – as a team.

Re-entering the workforce takes planning. You can make the transition from home to work much smoother if you consider the changes that lie ahead and address them as a family.

It is important to take the transition back to work step-by-step.

People who skip steps waste valuable time and in the worst case scenario, they end up with a job that they hate. As your coach, I will take you through each step of your successful transition back to work.

Email me at [LSilvershein@arkcareercoaching.com](mailto:LSilvershein@arkcareercoaching.com) and I will call you for a free consultation regarding how I can support you in your transition back to work.

Uncovering your strengths, talents and experiences with me will enable you to re-enter the workforce with confidence and focus.

Laying the groundwork for your transition is soooo important. I am here to help you take the fear and frustration out of your re-entry.

Others have tried to re-enter the workforce unsuccessfully.

- They are not confident about their strengths
- They are not able to clearly communicate what they want
- They do not share all that they have to offer an employer
- They have trouble getting interviews and if they do get an interview they are not prepared to sell themselves most effectively.

[Click here](#) to listen to a recording of my complementary teleclass:

**You've Raised Kids! Going Back To Work Will Be A Piece of Cake!** You will learn three of my transition tricks that will help you get a foot onto the fast track and take a solid step to get back into the workforce.

*Stop waiting for something to fall in your lap and learn some steps to **take control of your search***

Let's get you back to work, doing something you love!

Feel free to email or call me directly! [lsilvershein@arkcareercoaching.com](mailto:lsilvershein@arkcareercoaching.com) or by phone 908-244-6485.

#### **About the Author**

Lisa Silvershein brings over 20 years of career counseling, human resources and management experience to Ark Career Coaching. She has continued success developing individuals at all stages of their career.

Lisa works with individuals in career transition to find new opportunities. She supports her clients and their career development as they engage their strengths and passions. She helps her clients as they create their career path and employ strategies to achieve their goals. She also works with executives who want to develop their leadership skills and advance professionally. Lisa helps students identify educational options, select their academic majors and interview for internships and jobs. Additionally, Lisa works with people who want to plan an active and fulfilling retirement. You can reach Lisa via her website, <http://www.arkcareercoaching.com> or directly via her email of [LSilvershein@arkcareercoaching.com](mailto:LSilvershein@arkcareercoaching.com) or phone 908-244-6485.