

Planning your career break

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Rachel Tobbell

**UK Resource Centre for Women in SET
(W-Tech 2009)**

UKRC Mission

“ to improve the position and the participation of women in science, engineering, technology and the built environment”

UKRC Services

- Services for Business & Organisations
- Services for Women

 www.ukrc4setwomen.org

Returners Programme

- CPD events
- Technical Training Grants
- Travel Bursaries
- T161
- Peer Mentoring Circles
- Work placements
- Regional teams

Introductions

- Your name
- Your professional background/interests
- Have you had a career break?
- Why?

Reasons for a break

Maternity

Illness

Other caring

Want to
travel

Redundancy

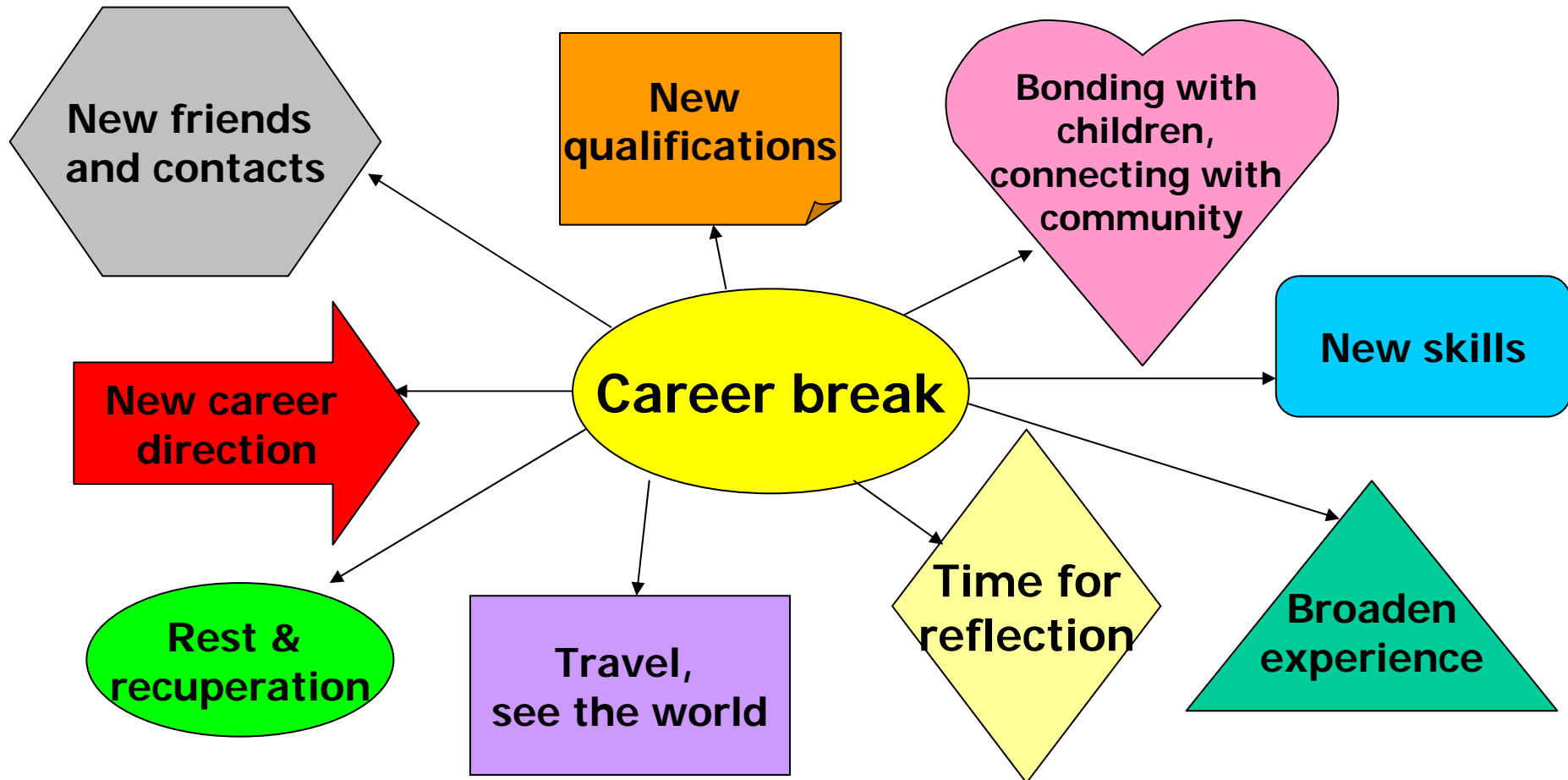
Re-skill

Study

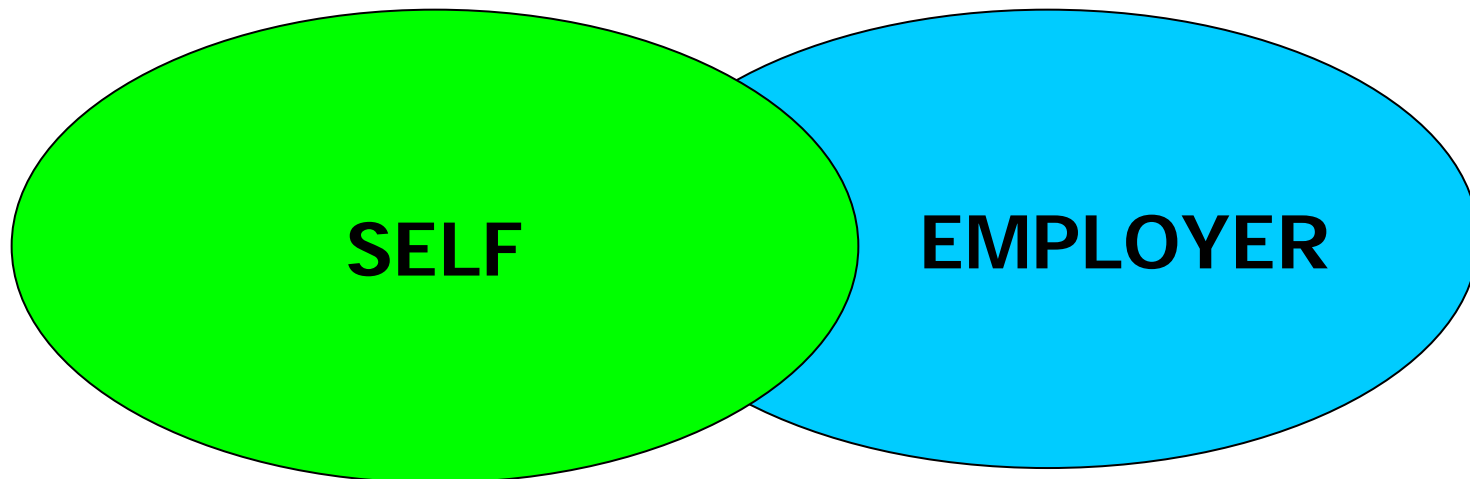
Relocate

Trauma

What can be achieved during a career break?



Getting ready



Getting **Yourself** Ready

- Check company policies about career breaks
- Find out about precedents
- Know your rights
- Finances
- Family support
- Your own role/self image/way of life
- Consider impact on work projects
- Anticipate how your employer will react
- Get advice – talk to someone

Get **your employer** ready

- Put yourself in your employer's shoes
- Tell your employer as early as possible
- Write a plan
- Present solutions, not problems
- Leave a tidy desk
- Consider a staged return?

While you are away

Stay in touch with your employer

- Newsletters
- Access to intranet
- Phone calls
- Visits
- Keep in touch (KIT) days

While you are away

Keep in touch with your profession

- Professional body
- Trade publications
- Conferences
- Network/Women's Networks
- Freelance work
- Mentor – MentorSET
- GetSETWomen

Returning after a long break

- Rebuild confidence
- Analyse yourself
- Brush up your CV
- Voluntary work
- Networking
- T161 course – starts October
- Peer mentoring circles

Exercises

- Map your contacts
- Envision your perfect job
- Ask friends what your strengths are
- SWOT
- List 3 of your greatest achievements in work and out of work – what skills/attributes do they demonstrate?

Available information



“Taking a break” – available from
<http://www.bcs.org/server.php?show=nav.10320>

A wealth of info on the UKRC web pages:

<http://www.ukrc4setwomen.org/html/women-and-girls/taking-a-break/>



Rachel Tobbell

Manager of Services For Women

UK Resource Centre for Women in SET

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01274 436485