the-hca.org

**Preparing for a return to work**

Consider the following questions when you are preparing to return to work, and discuss these with your manager, where appropriate:

# Logistics

**If you have been taking a lead on household chores, or caring responsibilities whilst you have been on leave, are there any chores you need to share out, or stop doing as part of your return?**

**If you have caring responsibilities, establish how these will be taken care of whilst you’re at work, for example:**

Could your relatives offer free or low-cost help if you give them time to plan?

If you are thinking about returning part-time, could you do a childcare swap with a friend?

If you have a partner who works, could they work part-time or flexibly to take on more caring responsibilities?

If you will need to pay for care, what will be the cost and how will this impact your monthly budget?

* Childcare
* Residential care
* Home care

Have you needed to attend regular medical appointments? Could anyone else support you with this?

**What are your back-up options and contingency plans?**

**How will you schedule any personal care/health and wellbeing appointments?**

**Are there any activities that you won’t be able to do now that were part of your working life before?**

**What impact may this have?**

# Strengths and Skills Analysis

the-hca.org

**What are your proudest achievements?**

**What are the advantages of your time away from work?**

**What do your friends/family think you’re particularly good at?**

**What strengths do they see, which you may take for granted?**

**What were some skills and strengths mentioned in your last performance review?**

**What excites you most about returning to work?**

**Where would you like to be in 1 year? What about 5 years?**

**What skills or behaviours may you need to develop to support your transition back to work?**

**What additional support or training may you need?**