

SKILLS IN DISGUISE

A career break isn't dead space - it's an evolution of new skills. Whether you have been parenting, caregiving, volunteering, or navigating personal development, you haven't stopped growing; you've just been applying your skills to different terrain. Use this worksheet to help peel back the disguise of your daily activities and reveal the high-level professional competencies you've been crafting.

Look back at the last 1 -2 years. Think about the tasks that took up your energy. Don't judge them, just list 3-5 recurring non-work responsibilities you've managed:

1.

2.

3.

4.

5.

Here's how those tasks might translate into the skills language to use in applications and interviews

Career Break Activity	Disguised as Professional Skill	Developing Competencies in:
Managing complex family/household schedules	Logistics & Operations	Strategic planning, prioritization, stakeholder management.
Handling household budgets, school fees, or renovations	Financial Oversight	Resource allocation, cost-benefit analysis, vendor management.
Volunteering for a PTA, local charity, or community group	Project Management	Community engagement, fundraising, event coordination.
Navigating family conflicts or medical advocacy	Negotiation & Advocacy	Conflict resolution, active listening, complex communication.
Learning a new craft, language, or DIY skill	Continuous Professional Development	Self-directed learning, adaptability, technical aptitude.

Now let's build some evidence

Pick one of your activities from Part 1. Let's turn it into an evidenced statement you could actually use in an interview or on LinkedIn.

1. Describe a challenge you faced during your break: (e.g., "I had to coordinate a local street party with 50 neighbors.")
2. What action did you take? (e.g., "I negotiated with the council for road closures and managed a £500 budget.")
3. What was the professional result? (e.g., "Successfully delivered a community event on time and under budget, involving multiple stakeholders.")

Example of a finished point: "Coordinated a community-wide project involving budget management (£500), regulatory compliance (local council liaison), and stakeholder engagement for 50+ individuals."

Now try repeating the exercise with your other tasks/activities from Part 1.

Reflect on what you've written above.

Does your skills gap feel smaller now?

Which skill are you most proud of?

Is there a skill here that you think has made you more resilient and determined?

Remember, ALL experiences have value and develop your skill set.

The challenge is extracting this value and placing it in a professional context. Often, through lack of confidence, we de-value our skills learnt outside the workplace, casting them as hobbies or just day-to-day routines. **It's time to shout about the transferable skills you've gained during this valuable time away from work!**

Ready to reset your compass? If you're struggling to see the value in your experience, let's talk. I specialise in helping people of all career backgrounds navigate their tangled career path with confidence.

Visit compassvision.co.uk to find out more and book your free discovery call with me