

Discover Your Skills Workbook



Roadmap – Discover Your Skills



<https://backtoworkconnect.ie/careerhub/back-to-work-roadmap/>

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Welcome!

You have more experience than you think.

Whether you've been raising a family, caring for others, volunteering, studying or simply taking time to reassess your career, you've continued to build valuable skills.

This workbook will help you identify those strengths and recognise how they can support your next career move.

Before You Begin

A different way of thinking...

Many Returners tell us:

"I haven't worked for years, so I don't really have any skills."

The reality is very different.

Skills are developed through life, not just employment.

By the end of this workbook, you'll have a clearer understanding of the strengths you've been using every day.

Section 1 - What have you been doing?

Tick everything that applies.

- | | |
|------------------------------|--------------------------|
| Raising children | ☐ |
| Caring responsibilities | ☐ |
| Volunteering | ☐ |
| Studying | ☐ |
| Managing a household | ☐ |
| Running a family business | ☐ |
| Community groups | ☐ |
| Organising events | ☐ |
| Supporting friends or family | ☐ |
| Learning new technology | ☐ |
| Managing finances | ☐ |
| Home renovations | ☐ |
| Other | ☐ |

What are you most proud of during this time?

Section 2 - Think about your day

Complete the sentences.

1 I regularly organise...

2 I regularly solve...

3 People come to me for help with...

4 I have learned how to...

5 I have become better at...

Section 3 - My proudest moments

Write down five situations where you felt proud.

It doesn't have to be work-related.

1

Where was I?

What did I do?

What skills did I use?

2

Where was I?

What did I do?

What skills did I use?

3

Where was I?

What did I do?

What skills did I use?

4

Where was I?

What did I do?

What skills did I use?

5

Where was I?

What did I do?

What skills did I use?

Section 4 - Skills Hidden in Everyday Life

This page is often where people realise just how much they've been doing.

Everyday activity

Transferable skills

Organising family schedules

Caring for others

Managing a budget

Volunteering

Studying

Community involvement

Running a household

Supporting children

Planning, organisation, prioritisation

Empathy, communication, resilience

Financial awareness, attention to detail

Teamwork, leadership,

Learning agility, self-motivation

Relationship building, influencing

Time management, multitasking

Coaching, patience, adaptability

Section 5 - My Skills Inventory

Tick every skill that describes you.

- ☐ Communication
- ☐ Leadership
- ☐ Organisation
- ☐ Planning
- ☐ Problem Solving
- ☐ Teamwork
- ☐ Customer Service
- ☐ Budgeting
- ☐ Decision Making
- ☐ Negotiation
- ☐ Resilience
- ☐ Adaptability
- ☐ Coaching
- ☐ Relationship Building
- ☐ Attention to Detail
- ☐ Digital Skills
- ☐ Time Management
- ☐ Emotional Intelligence
- ☐ Project Coordination
- ☐ Creativity

Section 6 - Evidence

Employers don't just want to know your skills. They want EXAMPLES.

Choose three of your strongest skills.

Skill

Example

Result

Repeat three times.

Section 7 - What do other people see?

Ask three people:

"What do you think I'm really good at?"

What did they say?

Person 1:



Person 2:



Person 3:



Section 8 - My confidence statement

Finish these sentences...

“

I am proud that I...

”

“

The experience I bring includes...

”

“

The strengths I want employers to know about are...

”

“

The next step I will take is...

”



Final Reflection

You're not starting from scratch.

You've just identified dozens of examples of skills you've continued to develop throughout your career break.

These are real experiences.

These are real strengths.

These are qualities employers value.

Keep this workbook nearby as you update your CV, prepare for interviews and explore new opportunities.

Every step you take is bringing you closer to your next chapter.