

Discover Your Skills Workbook



<https://backtoworkconnect.ie/careerhub/>



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 | ☐ |

Reflection

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

Organising family schedules

Caring for others

Managing a budget

Volunteering

Studying

Community involvement

Running a household

Supporting children



Transferable skills

Planning, organisation, prioritisation

Empathy, communication, resilience

Financial awareness, attention to detail

Teamwork, leadership, customer service

Learning agility, self-motivation

Relationship building, influencing

Time management, multitasking

Coaching, patience, adaptability

Section 5 - My Skills Inventory

Tick every skill that describes you.

Resilience ☐

Adaptability ☐

Coaching ☐

Relationship Building ☐

Attention to Detail ☐

Digital Skills ☐

Time Management ☐

Emotional Intelligence ☐

Project Coordination ☐

Creativity ☐

Section 5 - My Skills Inventory

Tick every skill that describes you.

Communication ☐

Leadership ☐

Organisation ☐

Planning ☐

Problem Solving ☐

Teamwork ☐

Customer Service ☐

Budgeting ☐

Decision Making ☐

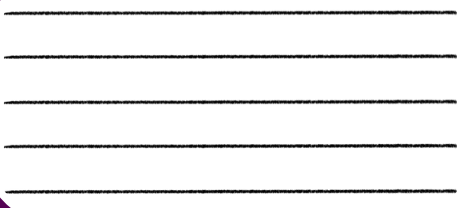
Negotiation ☐

Section 6 - Evidence

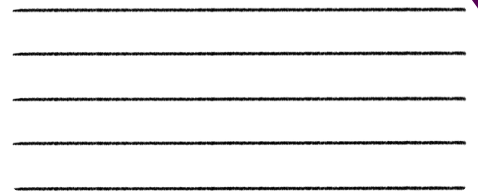
Employers don't just want to know your skills.
They want EXAMPLES.

Choose three of your strongest skills.

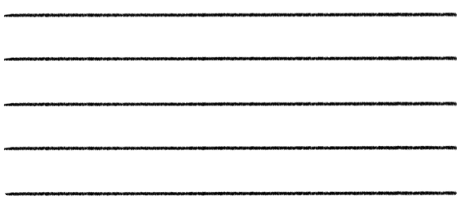
Skill:



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:

A large, empty speech bubble with a dark purple outline and a small tail pointing towards the bottom right, intended for Person 1's response.

Person 2:

A large, empty speech bubble with a dark purple outline and a small tail pointing towards the bottom right, intended for Person 2's response.

Person 3:

A large, empty speech bubble with a dark purple outline and a small tail pointing towards the bottom right, intended for Person 3's response.

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 are not starting from scratch.

You are starting with:

- ✓ experience
- ✓ resilience
- ✓ perspective
- ✓ transferable skills
- ✓ potential

At Back to Work Connect, we are committed to supporting midlife Returners not just with practical tools, but with the confidence and community needed to take that next step.

And if you're considering your own return-to-work journey — know this: you are not alone, and you are more ready than you think.

If this workbook was usefull, let us know. You can reach out to our Community Care team at communitycare@backtoworkconnect.ie