



## *REwork*

# Managing Your Return to Work

# Workshop Topics

## ● Session 1

- Meeting Format
- Return to Work Issues
- The Power of the **R Words**
- 3 Key Issues in Returning to Work
- Emotional Stress
- Financial Stress
- Work Stress



# Workshop Topics (2)

- Session 2

- The Impact of Returning to Work
- Managing the Impact
- New/Returning Workers Adaptation Issues
- Seeing the Progress of Your Life

- Session 3

- The Power of Fear
- Self-Confidence Issues
- Living in the Present
- Get Effective Coaching
- Stay Positive in During Your Return to Work

# Workshop Topics (3)

- Session 4
  - Prepare for the first day
- Session 5
  - First Impressions
  - Co-Create your annual goals/objectives
  - Design Goals/Objectives for your new job
  - Provide feedback and suggestions
  - Check for continued job fit every 6 months
  - Function as a team/company player

# Workshop Topics (4)

- Session 6
  - Get regular feedback on your performance
  - Do regular self-promotion throughout the year
  - Manage annual performance reviews

# Workshop Topics (5)

- Session 7
  - Discover the power of praise and coaching in the workplace
- Session 8
  - Learn how to effectively manage conflict in the workplace
- Session 9
  - Explore how to effectively manage personal and organizational change

# New REwork Group

- New support group to assist people who have returned to work

**Purpose:** Help members get the support and assistance they need

**Focus:** Maintain a positive and encouraging environment that helps members successfully navigate change

# REwork Meeting Information

**Place:** Florida Museum of Photographic Arts  
200 N. Tampa Street, Suite 130  
Tampa, Florida 33602  
813-221-2222

**Day:** Wednesdays (Weekly or Bi-weekly?)

**Time:** 6 – 7 PM

# Meeting Format

- Bring Meeting to Order at 6 PM
- Introduce New Members (10 minutes)
  - Say who you are and why you're here
  - Ask for time at end of meeting if you need special, one-on-one help at the end of the meeting
- Cover Topic for Meeting (15 minutes)
- Hold Group Discussions in Pods (30 minutes)
  - Identify topic areas members want to discuss
  - Set up Pods for each topic
  - Assign facilitator for each Pod

# Meeting Format (2)

- Wrap Up (5 minutes)
  - Pods report on major issues discusses and solutions they found (so everyone benefits)
- End Meeting at 7 PM Sharp
- Post Meeting One-on-One Support (10-15 minutes)
  - Qualified counselor , minister or facilitator provides support

# Session 1

# Return to Work Issues

- What problems are you dealing with in returning to work?
  - Are you trying to “Fake it till you make it?”
- Which of these do you need help with?
- What are your greatest fears?
- How likely are they to occur?
- Do you have any power/control over them?
- What stops you from exercising that control?
- Remember, what you believe is what you get!

## The Power of the R Words

<b>Reempower</b> – yourself for success	<b>Remember</b> – how powerful you are and live in daylight compartments
<b>Revive</b> – your “can do” spirit	<b>Relive</b> – your past successes and know you can repeat them in your new job
<b>Rebuild</b> – your self-image as an awesome employee and contributor	<b>Restart</b> – your “whole” life
<b>Restore</b> – your confidence and faith in your manager and company	<b>Renew</b> – your sense of joy and possibility
<b>Rejoin</b> – the work force with faith you will succeed	<b>Rework</b> – your life so you live and focus in the moment where you have the power to control your life
<b>Reemerge</b> – from your unemployment shell	<b>Restabilize</b> – your emotions
<b>Resist</b> – your fears, doubts and anxieties and letting them interfere with your success (FEAR=False Evidence Appearing Real)	<b>Reengage</b> – in all of lives fun activities
<b>Restart</b> – your career with a clear vision of success	<b>Redevelop</b> – your passion for greatness

- See next slide for rest of “R” words

## The Power of the R Words (2)

<b>Rekindle</b> – your spirit and fly	<b>Relight</b> – your passion for work and play
<b>Refine</b> – your approach to living in a new job	<b>Remind</b> – yourself that God is always with you
<b>Rewrite</b> – your script to cancel out the effects of unemployment	<b>Retool</b> – your skills if necessary to be successful
<b>Reunite</b> – with you workmates to get help, support and camaraderie	<b>Rewin</b> – your sense of value and self-esteem
<b>Repopulate</b> – your bank and retirement accounts	<b>Revisit</b> – your hopes and dreams
<b>Reweave</b> – you work tapestry to reflect who you really are and what you want be	<b>Reshape</b> – your image what defines your success in all areas of your life

- What are your **Top 3 R Words**? Why?

# 3 Key Issues in Returning to Work



# Emotional Stress

- How did you feel when you started your new job?
- How do you currently feel about your job now?
- Identify your feelings and write them down.

# Emotional Stress (2)

The 4 Stages of Adjustment in Returning to Work



**Where are YOU?**

# Financial Stress

- Trying to catch up on bills and debt
- Trying to rebuild savings and retirement accounts
- Fearful of spending money based on earlier job loss experience
- Finding it hard to have fun

# Work Stress

- Overworking in attempt to prove your worth
- Struggling with the “Fake it till you make it!” syndrome if not getting the training, coaching and support you need
- Finding it hard to ask for help since concerned you may be perceived as incapable of doing your job

# Session 2

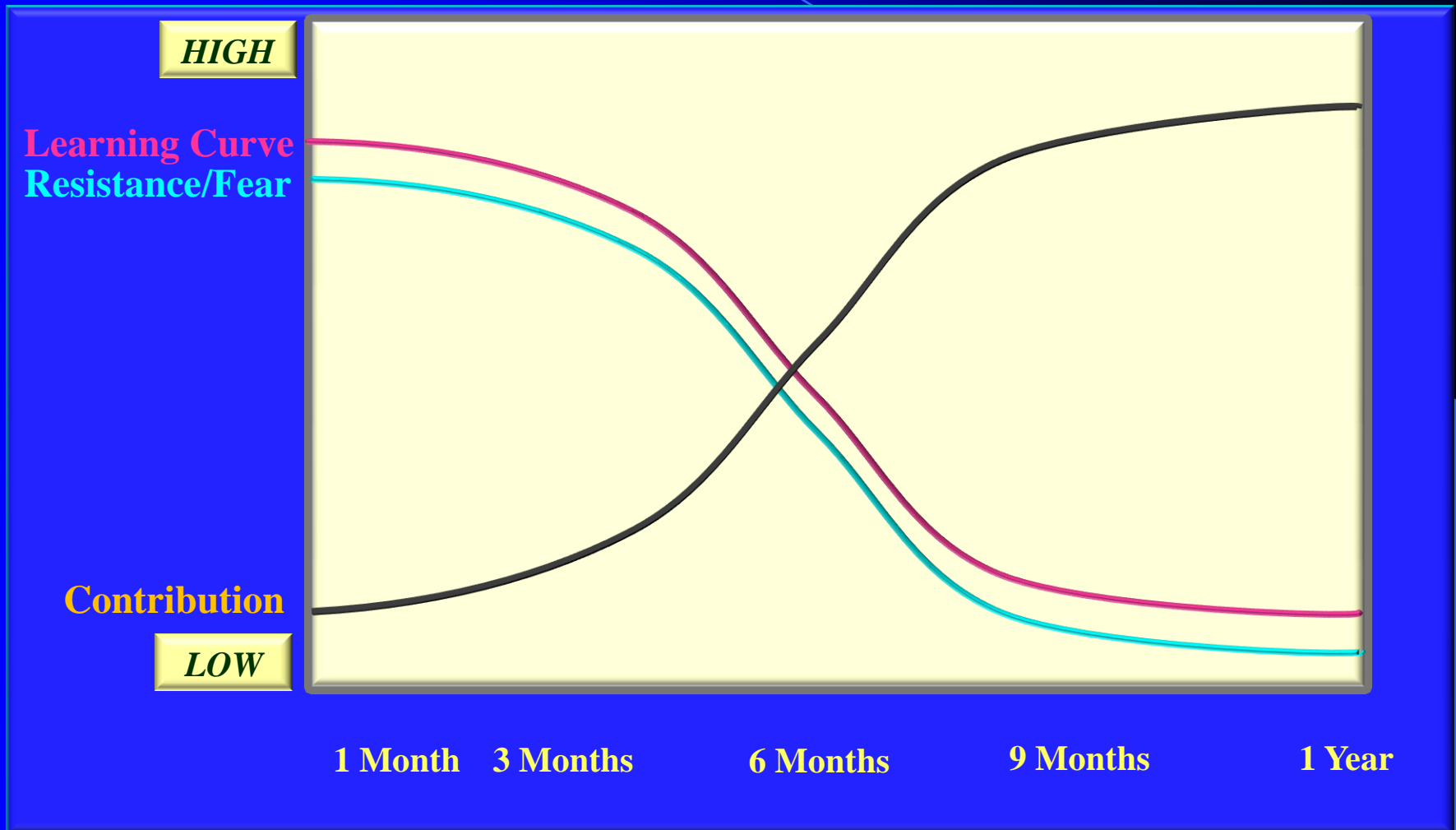
# The Impact of Returning to Work

- Who's impacted?
  - You
  - Family
  - Friends
- How are they impacted?
  - Emotional upheaval
  - React to your fear of losing your new job
  - Not able to move on with life with peace and joy

# Managing the Impact

- Be honest with yourself about the struggles you're facing and get assistance
- Live in **Daytight Compartments**
- Get support and advice from family, friends who have been through this before
- Develop a **Life Restoration Plan** with a coach and follow it
- Use a counselor to help you sort through the emotional issues
- Work on paying bills/debt and restoring savings/retirement accounts
  - Have fun at the same time
- Live a balanced work and personal life from this day

# New/Returning Worker's Adaptation Issues



# Progress of Your Life

- Create a line graph that shows the progress of your life from age 18 to the present
- This should show both ups and downs in your life

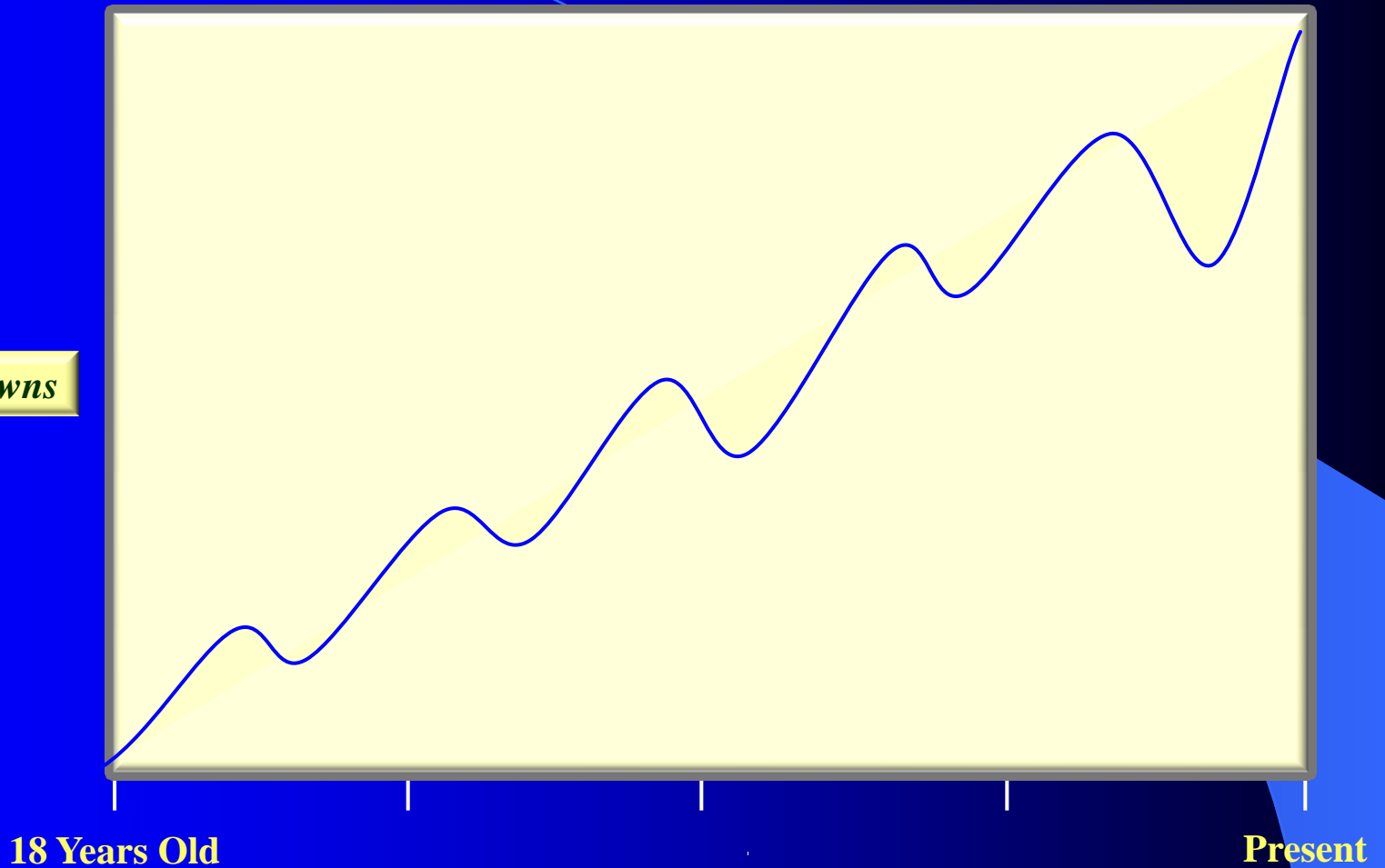
*Ups & Downs*

**18 Years Old**

**Present**

# Progress of Your Life

*Ups & Downs*



- What does your chart tell you about your life?
- What was the purpose each down and what did you learn from it?

# Session 3

# The Power of Fear

- Fear = *False Evidence Appearing Real*
- Fear stops you from choosing/acting
- Locks you into the past or future
- Can't live in and enjoy the NOW
- What are your top work related fears?
- What can you do to manage them?

# Power of Fear (2)

- What is your greatest fear?
- What do you think would happen if it came true?
- Have you tested it to see if it's real?
- How has it stopped you in your life?
- What do you need do to overcome it?
- What would your life be without it?

# Self-Confidence Issue

- Triggered by :
  - Not being given a clear reason your being let go in your previous job
  - Being out of work for a long time and experiencing a lot of rejection from potential employers
- Causes you to feel like you've failed
- What can you do about it?
  - Ask for help/coaching and get training
  - Counter with actions/contributions that prove your worth and value to yourself & company
  - Self-Promote your contributions to co-workers & managers

**“Twas lost but now I'm found!”**

# Living in the Present

- Living in the Present/Now (Daytight Compartments)
  - Let go of worries/concerns about the past and future
    - If you find yourself telling the same stories about the past or future (out loud or in your mind), you're not living in the Present
    - Live in the **NOW** - that's where you're **POWER** is
  - Manage upsets/problems that occur in the **NOW**
    - Do what you can to manage the problem and then let it go
    - Everything else is wasted energy/worry and accomplishes nothing
  - Stay in Action – it's what makes the difference
  - Live with Intention
  - Remember, life is not a dress rehearsal!

# Get Effective Coaching

- No one expects an athlete to succeed without a coach
- Get a *Coach* to help you
  - Use a friend, co-worker, or professional coach to keep you on track and help you stay positive
  - Work with someone who's been through a job loss so they can effectively support you through the process

# Staying Positive During Your Return to Work

- Remember, a **Positive Attitude** is everything
- Stay on Task and in Action
- Stay connected with family, friends, church, members of your job seeker support group, etc.
- Do exercise regularly since it keeps you healthy and boost your endorphins

# Session 4

# Prepare for the First Day

- What can you do to prepare yourself fully for your first day of work?
- How will these things make your overall return to work more relaxing and successful?

# Prepare for the First Day (2)

- Gather necessary forms of ID for HR to verify your right to work
  - **Citizen:** Driver's License (or Passport, if have one) & Social Security Card
  - **Lawful Permanent Resident:** Green Card
  - **Neither of Above:** Employment Authorization Document (EAD)
- Learn more about the company, job, and co-workers
  - Get information from company website, HR, and your manager
  - Will make you feel more confident and make you look more prepared when you start

# Prepare for the First Day (3)

- And now, as you are about to start at a new job, it reaches a critical state
- First Impressions:
  - In the workplace, during those first few early days where you are meeting everyone -- and everyone is meeting you -- first impressions about you and your future potential can make a major impact on your future success with the organization

# Prepare for the First Day (4)

- Have a Positive Attitude
  - Nothing works better -- in all situations -- than having and expressing a positive attitude
  - Let your enthusiasm for being part of the team and the organization show to everyone you interact with.
  - And always leave non-work problems at home

# Prepare for the First Day (5)

- Dress Professionally/Blend in With Co-Workers
  - You should never underestimate the importance of dressing professionally in your new job
  - Dress how you want people to perceive you because it plays a huge role in how you are initially treated.

# Prepare for the First Day (6)

- Show Your Team and Co-worker Spirit
- Learn Co-Workers' Names Quickly
- Ask Questions/Ask for Help
- Take Great Notes/Go to Orientation
- Be a Self-Starter; Take Initiative
- Discover Everything About Your New Employer

# Prepare for the First Day (6)

- Work Full Days
  - Be on time, come in early, stay a little later (but not so much that you burn out and give up your life)
- Establish a Good Attendance Record
- Avoid Office Politics and Gossip - Go back to Work
- Keep Personal Business on Company Time to a Minimum
- Take Advantage of After-Hours Activities

# Prepare for the First Day (7)

- Listen More than Talk (2 Ears and 1 Mouth)
- Track Accomplishments
- Show Appreciation
- Find a Mentor
- Get and Stay Organized/Set Goals

# Prepare for the First Day (8)

- Keep Your Boss Informed -- of Everything
- Meet and Network with Key People in Organization & Profession

**Next let's look at creating goals and staying in touch with your boss ....**

# Session 5

# Co-Create Your Annual Goals/Objectives

- Work with your manager to develop annual goals and objectives with 30 days from your date of hire
  - Create a subset for your probationary period
- Make sure objectives are clear and measurable and align with the company's
  - Examples
    - Maintain an average rating of 4 out of a possible 5 on customer feedback forms
    - Make at least 30 telemarketing calls each day with a least 5 converted into sales leads

# Design Goals/Objectives for Your New Job

- Define your goals/objectives for your new job
- Make sure they are measurable and achievable
- Set time frames for achieving them if you can

# Co-Create Your Annual Goals/Objectives (2)

- If manager doesn't create them, write a set yourself and have manager sign off on them
- Remember, if you don't have written objectives:
  - You don't know what your supposed to be doing and how your performance will be measured
  - There is no fair way for you manager to assess your performance or determine the amount of your raise

# Provide Feedback and Suggestions

- Avoid pitfall of giving early feedback or suggestions
  - Managers/coworkers often feel you don't enough yet and may perceive you as complainer or a know it all
- Give yourself time to learn about the organization before you give feedback
  - Wait 3-6 months
- Keep your feedback ***POSITIVE!***

# Check for Continued Job Fit Every 6 Months

- Identify new roles/tasks in your job that aren't a good fit
- See if you can find coworkers who have the skills and desire to do them
- Consider taking on something coworker dislikes that you'd enjoy in exchange
- Get manager to reassign roles/tasks

# Function as a Team/Company Player

- Go beyond the call of duty
- Ask for help when needed and provide it to others
- Maintain a positive attitude
- Contribute to the bottom line by aligning your goals with the company's and your department's
  - Do you know the company's goals and your department's goals??
- Give regular praise to coworkers and managers
  - Remember, ***Praise is Powerful!***

# Session 6

# Get Regular Feedback on Your Performance

- Ask for regular feedback from your coworkers and manager
  - Correct any problems or issues immediately
  - Make you feel more secure in your job
- Document the feedback you receive for future performance evaluations
  - Include any corrective action you've take to address any concerns

# Do Regular Self-Promotion Throughout the Year

- Tell coworkers and managers about your accomplishments
  - Communicate verbally or via email (preferred)
    - Keep it brief and be sure to acknowledge others who contributed to your success
  - Remember, if you don't tell them, they may never know
- Explain the value of your contributions to your department and the organization

# Manage Annual Performance Reviews

- Focus on achieving your goals during the year and avoid getting side tracked
- Document your performance against your goals on a regular basis
  - Collect information/examples to support your claims, such as customer/coworker testimonials, completed reports/manuals, etc.

# Manage Annual Performance Reviews (2)

- **Orchestrate your annual review**
  - Establish a date for your review with your manager a month in advance
  - Offer to complete a self-evaluation from your manager in advance to help facilitate the process
    - Takes some of burden off your manager and gives you opportunity to control content in this first draft

# Manage Annual Performance Reviews (3)

- Participate in your annual review
  - Discuss your performance review document with your manager
  - Listen to your manager's feedback and acknowledge any valid concerns he/she raises
  - Work with your manager to modify your review to your joint satisfaction
  - Discuss and agree on your salary increase
  - Set goals for the next year and make sure they are measurable
  - Sign off on your review when both you and your manager are in agreement on all points

# Session 7

# The Power of Praise & Coaching in the Workplace

- We'll use the Power of Praise and Coaching materials

# Session 8

# Manage Conflict in the Workplace

- We'll use the Conflict Resolution materials

# Session 9

# Manage Personal and Organizational Change

- Use the Managing Change materials

# Resources - Websites

- **Your First Days Working at a New Job: 20 Tips to Help You Make a Great Impression**
  - [www.quintcareers.com/first\\_days\\_working.html](http://www.quintcareers.com/first_days_working.html)
- **Employer Expectations Over Time**
  - [www.afb.org/Section.asp?SectionID=7&TopicID=209&SubTopicID=62&DocumentID=2188](http://www.afb.org/Section.asp?SectionID=7&TopicID=209&SubTopicID=62&DocumentID=2188)
- **Five Tips for Succeeding on the Job**
  - [www.aces.edu/dept/extcomm/newspaper/july20b01.html](http://www.aces.edu/dept/extcomm/newspaper/july20b01.html)

# Thank You!





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