

# Career Comeback Networking Event

## Tips on Returning to Work

March 6, 2014

*TP @ Tian Pouw*

# Individual activity

0 ————— 100

**Motivation to make a  
career comeback ?**

0 ————— 100

**Concern in making  
a comeback ?**  
*(Capability / Readiness / Fit / Opportunity)*

# Individual activity

①

*Any regrets about leaving the workforce*

②

*Reasons for wanting to return to workforce*

③

*Your concerns & fears*

④

*Assistance and Support*

# Agenda / Discussion Points

- Are you prepared?
- Self assessment
- Upgrading yourself
- Branding yourself
- Networking

**“Are You PREP’D ?”**

**Clarity & Focus**

- *Mind*
- *Work-Life*

# Are you ready to return to work?



**What are the reasons for returning to work?**

**What do I value in a job?**

**What are my interests, desire & passion?**

**What are my career options?**

**Do I have a network of friends, family and contacts to support my return to work?**

**How will I balance my family and personal commitments?**

**What training will I need to complete in order to close any knowledge gap?**

**Do I have the skills to perform the jobs that I desire?**

# Video



RELAUNCHERS EMP

HOME CONFERENCE JOBS! BOOT CAMP BOOK EVENTS RESOURCES SUCCESS STO

## Relaunch Readiness Quiz

We developed the Relaunch Readiness Quiz as a way of helping you quantify the relaunch decision-making process. Go ahead and take it now to assess your appetite and logistical ability to relaunch. Then read the scoring and interpretation for each section.

### Part I. Appetite for Work

1. I miss working
2. For the time being, I am very happy at home full time.
3. I have a hobby or volunteer work that substantively engages me.
4. I could see myself going back to work...
5. The average number of hours per week that I would be willing and able to spend working is...
6. Our family could materially benefit from my earning money

This is your score for Part I: 0

#### Interpretation of Scoring for Part I

If you score 50 or above, you have a strong desire to relaunch. Even if your scores for Part II and III are you may wish to explore childcare options to enable you to get back to work in some fashion.

If your score falls between 30 and 50 you currently have a moderate appetite for work. Combined with a score in Part II and III, you may decide to give it a go.

If you score less than 30 you're not very motivated to return to work at this time. Consider investing more in your hobbies and volunteer work, particularly ones that might open up career options for you later.

### Part II. Child and Eldercare Responsibilities

7. Number of children not yet in school
8. Number of children in preschool
9. Number of children in elementary and/or middle school
10. Number of children in high school
11. Average number of hours per week I spend between 8 am and 6 pm on weekdays in the care of or related to the care of my children and/or an elderly or ill relative:

This is your score for Part II: 0

#### Interpretation of Scoring for Part II

If you score 40 or above, you definitely have time to explore relaunching your career. Couple this with a high score in Part I and you're raring to go.

If you score between 30 and 40 you have reasonably demanding family obligations. If you score high in Part I and III, however, you have the motivation and support for a successful relaunch. A high score in Part I and low score in Part III will make it more difficult, but nothing's impossible.

If you score below 30 you have a lot going on in your household. If you score high on Part I and III, however, don't be discouraged. If you're willing to explore childcare options for part of the week, you can still relaunch.

This will most likely be necessary if you score low on Part III.

### Part III. Spousal and/or Other Family Support

12. My spouse has some schedule flexibility, or I have access to additional unpaid help from a family member.
13. My spouse, or other family members who help me, is/are supportive of my



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# Knowing Yourself

**Be REAL**

- ***Assessment***
- ***Self Critique***

# Assess to understand yourself better

KORN/FERRY INTERNATIONAL  
ProSpective Assessment | LinkedIn

Are You Getting What You Want From Your Career?  
Take our free assessment and get ProSpective

Get Started Now  
Free and 100% Private

Korn/Ferry ProSpective Assessment Key Features

- See Your Results**  
Track and monitor your current status and watch your progress over time
- Scientifically Proven**  
Take advantage of decades of professional experience and insights
- Insightful & Empowering**  
Learn your strengths, your weaknesses and your next best steps

100% Private

iSeek careers

Minnesota's career, education, and job resource.

Explore Careers | Plan Your Education | Find A Job

ready to explore careers?

Assess your skills and interests.  
Browse 500+ career descriptions.  
Take the next step.

Get a Reality Check  
Evaluate your lifestyle choices

Assess Your Skills | Get a Reality Check | Learn About Careers

Featured News | More iSEEK News | iRSS Feed

ASSESSMENT.com  
MAPP Test Free Online

Quit wasting your life on a job you hate.

Take the MAPP Today

HAVEN'T YOU HAD ENOUGH?

The MAPP career assessment is perfect for students, graduates and working adults. You'll get a **wealth of information** to help find the right career that matches your **unique assessment profile**.

TAKE THE CAREER ASSESSMENT

I'M EMPLOYED BUT LOOKING  
I'M UNDEREMPLOYED / UNEMPLOYED  
CAREER COACHES / CAREER COUNSELORS  
HIGH SCHOOL & COLLEGE STUDENTS

myStarjob.com  
Do what you love

Your ultimate career & talent resource

Jobgraphy

Map out your climb to success

Find the Job You Love!

START TEST

Test Instructions

Tip: it helps to imagine yourself performing the tasks shown in the pictures.

## Self Assessment

- ❑ Complete your **free assessment**
- ❑ Learn your **greatest strength** and how to build on them
- ❑ Explore your **career options**
- ❑ See where you stand against your competition
- ❑ [www.eKornFerry.com](http://www.eKornFerry.com)

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**Experiences matter,  
but **Looking and Acting  
Up-to-Date** matter  
Just as Much**

- ***Online Learning***
- ***Classroom  
Training***
- ***Professional  
Network***
- ***Technology***
- ***Wardrobe***

# Learning platform available



## **Coursera : Online Course**

Gain certification and insights in other areas of interest



## **Toastmaster International : Communication & Leadership Development**

Join a club near you to improve speaking and leadership skills



## **Goodwill Community Foundation (GCF) : Computer Skills**

Sharpen your computer skills - from Microsoft Office to computer basics



## **Rotary International : Leadership Development**

Make a difference in your community and sharpen your leadership skills

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# Branding Yourself



- *Research*
- *Resume*
- *Interview*

# Tips on Resume



## Use a professional format and emphasise relevant skills

- Properly named resume file name
- 2 - 4 pages, standard font size

- Sections/ key words to include:

- ✓ Personal information
- ✓ Qualifications / Membership
- ✓ Training
- ✓ Functions / competencies
- ✓ Types of employers / clients
- ✓ Span of control / team size
- ✓ Products / Geography
- ✓ Specific KPIs / quantitative
- ✓ Internal & external projects / initiatives
- ✓ References
- ✓ **Customised** Summary & Body



# Tips on Resume



## Include volunteer or community involvement

Don't disregard any volunteer work if your role involved assuming ownership or making decisions.



## Include continuing education and professional devt

Show that you've kept your skills refreshed through active participation in conferences or workshops.



## Relate your parental skills to the job, if applicable

For mums solely committed to parental duties and had no community involvement, translate your roles into a work skill.



## Share successful past achievements

Focus on what you achieved, what ideas you contributed, and problems you resolved.

***Dummies.com → “Women Re-entering Workforce”***

# “Botoxing” your Resume ?

*“Think of your resume as an advertisement – and you are the product.”*

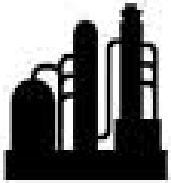
*An ad is a brief synopsis of a product’s highlights, not a long list of every single feature.”*

- “More than xx years of experiences....”
- Birthdate / Age
- Graduation date
- “Very early” employment
- Start date & end date of employment



- Outdated tech skills
- Picture
- Family profile
- Home address
- Blog, Interests & Activities

# Making the most of your interview



**Research** the **prospective employer's website** to gain insight on company background. Be prepared to discuss about the **happenings in the industry**



Identify the **type of interview** that you will be attending to help manage your expectations and customise your preparation

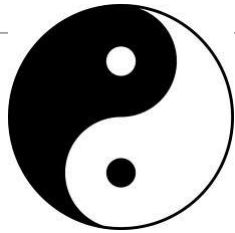


**Practice your lines** so you can anticipate questions and prepare your answers. Provide sufficient examples to back up your points



Adhere to the **dress code** and ensure that you present yourself professionally. Color of attire – skin tone. Perfume.

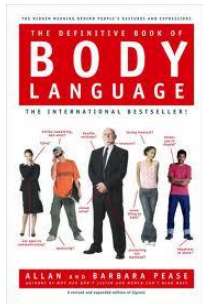
# Interview tips !!!!



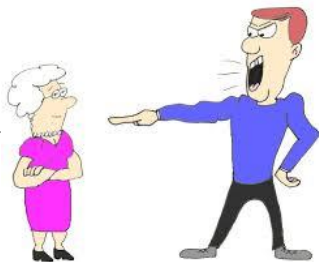
M:T = 60%:40%  
Over sell or Under sell ?



**Ask Questions and Engage.**  
**Be honest. Sound Keen.**



**Awareness of Self- and Others.**  
***Body language. Mirroring. Get a book / google.***



**Honest and brutal critique. Seek out trusted non-BS friend or respected professional.**

# Commonly asked questions during a job interview



**Can you tell me about yourself?**

Offer a summary of your personality, work history and experiences. Mention voluntary work or additional courses undertaken during your break



**Are you willing to accept a lower pay?**

Avoid demanding for a high pay before securing a job. Understand that you will have to invest time to build credibility



**What motivated you to return to the workforce?**

While the additional income is a significant factor, emphasise on professional development. Share your passions and goals for skills-building



**Why did you leave your last job?**

Be honest. It's alright to tell the recruiter you wanted to care for your family and/or children



**How will you balance all your commitments?**

Sell your organisational skills and elaborate on how you will prioritise tasks. Mention sources of support such as day-care centres or your family members

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**“TS”**  
**NETWORKING**  
**&**  
***Hunting HH***

- ***LinkedIn***
- ***Facebook***
- ***Name card***
- ***Seminar***
- ***Gathering***
- ***Buddy***
- ***Ex-s***
- ***Mend ties***

# Online platform to support the transition back to the workplace

## Online resources

### Women Like Us



- ✓ Career Advice
- ✓ Readiness Quizzes
- ✓ Career Guide

### iRelaunch



- ✓ Readiness Quiz
- ✓ Career Guide
- ✓ Success Stories
- ✓ Online Courses
- ✓ Research Publications

### Working Mother



- ✓ Career Advice
- ✓ Blogs
- ✓ Articles
- ✓ Videos

### mums@work



- ✓ Work Tutorial
- ✓ Career Coaching
- ✓ Return to Work Checklist

## Website





# STAYing ON Track

## *Success at work*

- *Choices*
- *Resilience*
- *Just Do It !!*
- *Establish support system*
- *Stay energized*

# For more resources, find out more from flexWorkLife.my today!

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## Return to Work: Info For Returnees

Overview

- Return To Work Resources
- Articles & Learning Materials
- Resume & Cover Letter Writing
- Interview Preparation
- Tips
- Online Communities

### Articles & Learning Materials

Articles

**Difficult People: Letting go of 'mother guilt' when returning to work**

With so little control over their time, new mothers suffer guilt at home and at work. There's tremendous pressure to be there for the baby, siblings, spouses or partners, and others in the family. Some tips to help you free yourself from this type of situation.

**How to work and still be a good mum**

Balancing work and family is a juggling act that takes precision. The economy makes it tough for one income families to get ahead, so many mums have returned back to the work place. There are a few things you can do that will help you balance both of these things.

Learning Materials

Check out more articles and learning materials to enhance self

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### Interview Preparation

**Are you ready for your job interview?**

Flowchart steps:

- Does the company have a website?
  - NO: Search for information online about similar companies and jobs in the same industry. Knowing what is expected will portray that you are well prepared.
  - YES: Run to return before you go and a should explain your confidence.
- Have you researched about the company and the job position?
  - NO: Better than the rest you looking.
  - YES: Have you planned what to wear to your interview?
- Do you know where the interview is located?
  - NO: You sound very prepared. Good luck with your interview!
  - YES: Have you planned how you will get there?

Check if you are ready for your interview

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### Tips

Common Mistakes & Suggested Tips

**Focus on your strengths** Focus on your strengths and use them to achieve what you can. Only through mistakes we learn to improve ourselves.

**Be smart** Manage your time, plan your schedules in advance, and prioritise tasks that are important. Always under promise and over deliver.

**Be career relevant** Ask yourself what matters most, and how do you want to spend most of your time. Do you like your current role? Do you intend to progress or quit?

**Expecting work life balance to magically surface and overlooking small successes** Take baby steps at a time. Pursue happiness as you readjust to a new flexible schedule, and don't put yourself down for the things

Refer to common mistakes and suggested tips to return to work

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## Return to Work: Info For Returnees

Overview

- Return To Work Resources
- Return To Work Programmes
- Career Comeback Campaign
- Career Comeback Stories
- Accenture
- Convergys
- KDU Education Group

### KDU Education Group

Interview with Datin Teh Geok Lian, CEO-Education Group, Paramount Corporation

After an 11 year career break and four grown children, Datin Teh found herself returning to the workforce where she quickly rose in the ranks to become CEO of KDU Education Group, which spans across the education spectrum from primary to tertiary education.

**Leaving the workforce**

Datin Teh's career started a month after her graduation from Yale with an Engineering degree, where she joined Esso as a fresh graduate. Within two years she had her first child and within seven years had four children all under the age of 8.

The oil and gas industry was fast growing and dynamic at that point and although Datin Teh enjoyed her analytical job, she soon felt that it was getting too much to handle.

"At one point I was rushing back to my kids and ended up being stuck in a jam for approximately 4 hours in the commute from KL to PJ." She recounts that she also felt that she was missing out on her children's growth period. "They always had questions for me, but I had no time to be around to answer them. There was no routine hard than!" As a result she left her position as

Read our interviews with our women returnees for more insights

A silhouette of a person in profile, looking down at a smartphone held in their right hand. The background is a blurred, light-colored space with a curved architectural element at the top and some out-of-focus lights.

**Acknowledgment &  
Thank You**

**Any questions?**

# Tian Pouw, Pun @ TP



## Principal

TP is a Principal in KornFerry Kuala Lumpur office and a member of the Firm's Global Financial Markets.

TP possesses more than two decades of experience in executive search, regional consulting and corporate HR experiences in assessment and development, change management, mergers and acquisitions, organization change and transformation and talent acquisition & management and has worked with senior management-level clients mainly in the financial services sectors throughout Asia Pacific including India, Indonesia, Korea, Malaysia, Mauritius, the Philippines, Singapore and Thailand.

Prior to joining KornFerry, TP was the group human resources general manager for Hong Leong Group, one of Malaysia's largest conglomerates.

Before that, he was the consulting practice lead for Hewitt Associates' talent and leadership engagement practice in Malaysia.

TP started his career with Andersen Consulting in Malaysia. During his tenure, he was the senior consulting manager for the Organization and Human Performance group, specializing in the financial services industry, as a Regional HR Lead – Asia, and as a Quality-ISO9001 manager.

TP holds a bachelor's degree in economics from Monash University, Australia, and a post-grad diploma in human resource management from the University of Malaya.

