

MAKING WORK WORK

for Women Returners

*Woman/ women – we are trans and non-binary inclusive

Frequently Asked Questions

1. What is the programme about?

The objective of the **Making Work Work – for Women Returners** programme is to facilitate women who have had a career break to participate in the workplace with fulfilment and purpose, supporting them to work towards and move into management and leadership positions which will facilitate the dismantling of the barriers faced by their peers in their own workplaces and beyond.

We will empower women to unleash their experience, skills and potential and help them challenge the status quo to make work work.

Women will receive:

- online management and leadership skills training
- practical advice on CVs, interviews, and recruitment processes
- Support on their (work)life blend and job search strategies
- Access to the Chartered Management Institute's Management Direct – a hub of useful learning, tips, and other content on management
- an opportunity to participate in inspiring events, workshops, and masterclasses
- mentoring to support their career aims and network development
- bespoke, on-going support for their transition into the workplace from their peers, trainers, professional services and CMI (Chartered Management Institute)

2. What is the time commitment?

In total between 11 and 16 hours a week, comprising:

Structured Commitment

- A 5-week core programme
- Two live online training sessions, each of 3 hours, starting at 10.00, ending at 13.00, for each of those 5 weeks. A total of ten live, online training sessions.
- Women will be placed in a cohort of participants and attend on either Monday and Wednesday, **or** Tuesday and Thursday

Additional commitment

- Participants will be expected to commit an additional 5 – 10 hrs per week during the 5-week core programme training sessions, which will include online learning and self-study, plus time for mentoring and optional workshops, masterclasses, and employer engagement events
- Further optional masterclasses, workshops and events will be offered at various times of the day / evening in January, February and March 2022, exact timings to be confirmed.
- followed by on-going peer-support and networking opportunities

3. When does it start?

There are two available start dates in 2022 so far:

- The week beginning 10th January 2022
- The week beginning 21st February 2022
- Further dates to be announced, subject to funding

4. What is expected of participants?

As the saying goes, participants will get out what they put in, it would be good to look at this as the start of a journey back into a professional life so treating this programme in a responsible and business-like way is the best way forward!

- Attendance at scheduled sessions is expected (8 / 10 sessions minimum)
- It is all online, participants will need access to Microsoft teams and Zoom
- It is ok if a cat walks across the screen, or a sick toddler has to be 'present' on occasion, tea and loo breaks are allowed, and we are aware delivery drivers do arrive at unpredictable times. We do however require your commitment to attend the live online learning sessions and keeping interruptions to a minimum so as not to disturb the learning of others
- There is no need for beautiful lighting or perfected screen presence, but we would do expect to all participants to be able to see each other – cameras on please!

- Participants will be asked to agree a Code of Conduct ahead of commencing the programme so that expectations are clear on all sides
- If you would like to take part in the programme, but the time commitment presents a challenge for you, please do get in touch to discuss it with us

5. Who is it for?

This programme is designed for women planning a transition back to work in Scotland, potentially at management level or working towards managerial responsibility. One of the aims of this programme is to help women address structural barriers to continuing their career path at a level commensurate with their skills, experience, and potential. A career break may be due to, for example, maternity, caring, illness/ disability, menopause, or other factors, such as redundancy or even resignation from work which did not support personal or family commitments.

Eligibility Criteria:

- It is for women over 25. We are trans and non-binary inclusive
- It is for women who have been out of paid employment for at least the last 6 months (for example due to childcare or other caring commitments, health / disability issues including menopause, redundancy, or other reasons). Please note that women on employer-contracted maternity leave are not eligible.
- It is for women who have been employed in the past
- It is for women who live in Scotland
- they have entitlement to work in the UK without employment restriction or time limit.
- Management experience can come in all different shapes and forms, across all sectors. This could look like management of people, resources, finances, events, projects, etc. It could be in the healthcare sector, the arts, the third sector, the private sector, and more. We welcome women with such management experience or the aspiration to work in a management role in the future. We aim to attract a range of people bringing their best practice knowledge and enthusiasm to the programme in mixed cohorts with various levels of experience to support peer-learning.
- We are taking a client-centred, cross-sectoral approach, giving women returners with management and leadership potential the opportunity to develop or refresh their skills, and boost their confidence, networks, and agency to select for themselves which sector resonates with them. During the programme, women will be able to attend optional masterclasses from employers, role models and support agencies from the private, social enterprise and start-up sectors. They will also benefit from support, mentoring and the networks of experts, mentors, and inspirational women

6. Will women get a certificate at the end of the placement programme?

We do not award a programme participation certificate but can provide a confirmation of participation on request. Your learning journey will be recorded with Skills Development Scotland.

7. What is next for women after completion of the programme?

During the programme, the women will join a sustainable digital alumni network to support their continued transition into work which works. This network is hosted on Microsoft Teams and provides access to content to support their job search/business creation, the facilitators from the programme, and crucially, their networks. Programme partners will also be able to signpost participants to further support through their own programmes.

Furthermore, the participants enjoy access to the Chartered Management Institute's Management Direct content throughout their training and for a full year. Management Direct is a content-rich hub with all the management and leadership support a manager needs, including videos, checklists, and information on both the theoretical and practical sides of management.

8. Are there application fees I need to pay to take part?

No. This programme is funded by the Scottish Government and administered by Skills Development Scotland for women who meet the eligibility criteria and therefore, there is no cost to participants.

9. How can I apply?

Please fill in the [online application form on our website](#) as soon as you can to ensure we have time to process applications. You will see details of deadlines there.

10. What is the required English language ability?

This programme is designed for women planning a transition back to work at a managerial or leadership level. The level of English required for the programme is the same as for that kind of working environment. We are not able to offer English language support throughout the programme.

11. Can you accommodate women with disabilities?

If you are concerned that your disability may impact your participation on this programme, please get in touch so we can discuss it.

12. Who is running this programme?

This programme is delivered by the Challenges Group and the Chartered Management Institute in partnership with Volunteering Matters and Get The Gen. It is funded by the Scottish Government and administered by Skills Development Scotland.

For further information, please contact: womenreturners@thechallengesgroup.com
Or see website: thechallengesgroup.com/makingworkwork/



Scottish Government
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