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# PRE-PARENTAL LEAVE

## E-LEARNING COURSE FOR PEOPLE PREPARING TO GO ON PARENTAL LEAVE

Our short e-learning course for people preparing for parental leave provides a practical snapshot to support the planning and implementation of a positive transition from working person to working parent. Including case studies, quizzes and downloadable resources, the course provides an interactive overview of some of the common challenges parents find when planning parental leave and their return to work and how to successfully navigate the journey.

Divided into 3 main content areas the course covers the following topics:

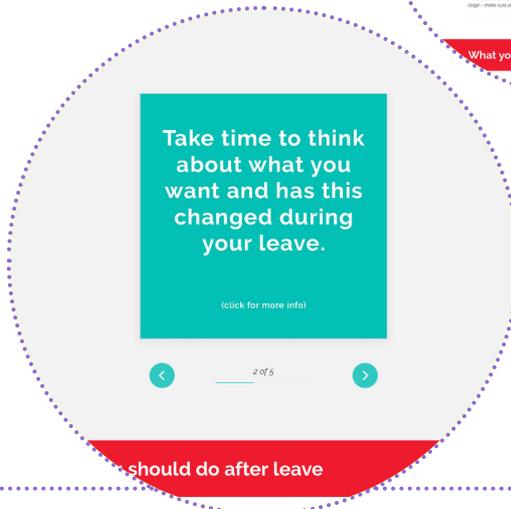
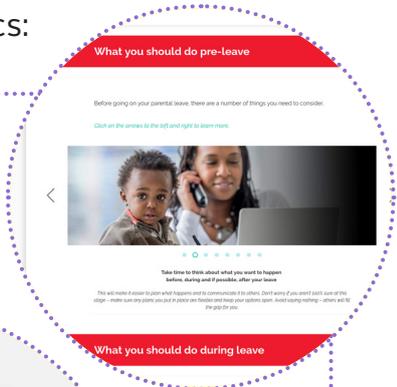
### GETTING SMART ABOUT PLANNING YOUR LEAVE

Key actions needed at each stage of parental leave to help people to plan for the entire duration of their parental leave – before, during and after their return to work.

Section one sets out the key stages of planning that people need to think about to have a successful leave and return to work. Covering topics such as which conversations to have when and practicalities like looking at childcare options, this section helps people to frame parental leave in the context of their career.

#### Section content

- Quiz – what’s important in planning parental leave
- What to do when guide – before, during and after parental leave
- Summary of key points



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## Start your plan



So far, we've looked at what needs to happen and when and some common pitfalls to avoid. Thinking about your own situation, write fresh in your mind, please! Take a few minutes to jot down in the box some notes for yourself. Include in your notes the details of people to discuss your parental leave plans with and actions that will take you to plan a successful leave and beyond.

You can print the notes once you have finished to use as a prompt for a more detailed plan for yourself.

### People I need to contact

Type your text here

### Things I need to do

Type your text here

### What I want when I return to work?



The examples in the previous section are ones that we have encountered many times in our work with parents. Communicating clearly, confidently and early about what you want is a key part of actively managing your career during this hugely important life transition.

So, what are some top tips we have for how you can successfully ensure that what you want is communicated?

Click on the headings below to learn more

#### Initiate conversations

Make sure they are regular and ongoing – your plans may change, so the more you can keep an active dialogue with your manager throughout your pre-leave, leave and return the better the outcomes.

## COMMUNICATION CHALLENGES AND STARTING YOUR PLAN

Covering common communication pitfalls when people take parental leave that impact their choices and options when they return. This section also includes a downloadable free text area for people to start their own plan based upon what they have learnt so far.

Section two features short vignettes of some of the challenges people have faced when returning to work from parental leave and why they have happened. This section encourages people to proactively think about their communication and how to create a plan that avoids some of the most common pitfalls.

### Section content

- Case studies
- Free text planning area

## COMMUNICATION TIPS

Tips for communicating effectively before, during and after parental leave to maximise career choices and clarity.

This section covers tips to help people think not only about who and what they communicate but also the way in which they communicate to ensure they are proactively managing their career choices before, during and after their leave.

### Section content

- Tips
- Course summary



So remember, throughout your leave to:

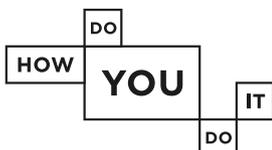
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Communicate, communicate, communicate! Make sure you manage your network and keep regular contact with the relevant people at all stages, e.g. your line manager, client team and relevant HR teams.

Remember you are not alone. If you have any concerns, or need support, reach out to someone within the organisation.

## ACCESSING THE COURSE AND ONLINE DEMO

Once purchased, all our e-learning courses are easily accessible via mobile, laptop or desktop. For a more detailed overview of this course take a look at the online demo [here](#).



## FIND OUT MORE

