



Her Bar: Career Break Guidance

PREPARING TO RETURN CHECKLIST

Admin	Complete?
1. Contact Chambers in advance to set return/update meeting in diary	
2. Consider and discuss care arrangements and any changes to working patterns with chambers	
3. Reinstate your Practice Certificate and check CPD requirements	
4. Consider the need for any 'refresher' courses	
5. Inform your Inn and any affiliated associations of your return	
6. Inform Professional Indemnity Insurance (BMIF) of your return and check any changes to your policy	
7. Restart any legal subscriptions needed	
Communication	
8. Ask for a mentor or buddy, perhaps someone who has also returned from a career break*	
9. Create a list of solicitors you want to inform of your return and ask Chambers to announce your return to practice both internally and externally	
10. Set your boundaries e.g. travel restrictions, working hours, evening work, contact time, goals for practice etc...	
Practical	
11. Review your website, CV and update profile for Directory submissions if necessary	
12. Get involved with any seminars or networking events ASAP	
13. Arrange coffees and lunches with key clients and colleagues	
14. Arrange practice review 3 months after return	



Some Survival Tips on Return:

- Everyone's needs are different and find a workable pattern that suits you is different, needs are different, practice is different There is no one solution that fits all
- Be open and trusting with your support staff – talk to your clerks, colleagues and clients.
- It's OK to have balance – you are self-employed and can control your own time.
- Under promise rather than be over ambitious in your first months after return
- Set your boundaries clearly and firmly so that everyone knows how to best support you
- It is normal to not feel the same on return, try not to compare, try not to compete and try not to be paranoid. You can do it all, in good time!

****If this is not available in Chambers, you can always use Her Bar's mentoring service.***