

Transitioning Tips for the Work Place

* **Returning to work after an extended tour of duty:**

Returning to work from extended military service can be difficult. The following suggestions may help.

- Make the transition at your own pace and talk with coworkers about changes in duties or expectations.
- Get to know any new people in your department or team, as well as new clients or customers.
- Coworkers may express interest in your deployment activities. Share only what you are comfortable with.
- Colleagues may not want to hear repeated deployment stories. Ask what's been happening in their lives since you've been gone.
- Find a support buddy at work, whether it's another soldier or someone who has recently experienced a traumatic event.

* **Working with individuals returning from a tour of duty:**

- Welcome the service member back and show appreciation for their contribution as well as enthusiasm for their return to the workplace.
- Communicate expectations clearly and describe any office procedures or department dynamics that have changed.
- Explain new procedures, describe how decisions were made, and solicit his or her thoughts.
- Your colleague may or may not want to share deployment experiences. Try not to push.

SOURCE: Ernst & Young