

Career Coaching Services

WELCOME TO OUR NEWSLETTER!

We are pleased to introduce the first issue of our WLS Career Coaching Services newsletter. Learn about the latest news and updates from our team of professional Career Coaches. Here is a recap of the programs we offered this summer:

SPEAKER SERIES! JUNE 2023

Projecting Power & Presence

This virtual presentation gave a unique perspective about how to use your personal inner power and presence to confidently present an authentic delivery of your story. Participants gained first-hand knowledge from Damon Montal, an Executive Consultant experienced in advising emerging leaders, who provided his perspective of dynamic and engaging story-telling.

LOOK FOR OUR NEXT SPEAKER SERIES EVENT THIS FALL!

LINKEDIN BOOT CAMP! AUGUST 2023

This two-day virtual presentation featuring Dr. Elisse W. Barnes, JD, PhD, your LinkedIn Driving Instructor, was held on August 23rd & 25th. The workshop offered participants the mechanics and strategies to using LinkedIn for a successful job search. These interactive sessions were energetic and informative; participants reported they found the program extremely helpful and fun!

COMING THIS FALL

SPEAKER SERIES:

'USING AI FOR CAREER SEARCH RESOURCES,' FEATURING JACOB ADLER, WEDNESDAY, OCTOBER 25TH IN PERSON AT THE SCARSDALE LIBRARY <https://bit.ly/3sQ2hVG>

WORKSHOPS:

'UNLEASHING CAREER OPPORTUNITIES THROUGH NETWORKING,' TUESDAY, NOVEMBER 14TH IN PERSON AT THE GREENBURGH PUBLIC LIBRARY <https://bit.ly/463OHfJ>

'FIGHTING AGEISM,' THURSDAY, NOVEMBER 16TH IN PERSON AT THE OSSINING PUBLIC LIBRARY <https://bit.ly/46LrKht>

WORKFORCE DEVELOPMENT

WLS is researching ways it can further enhance support to under-served entrepreneurs and small businesses from start-up to long-term sustainability. A vital element to small business success is a strong workforce and we see libraries playing an important role in connecting local businesses and community residents to workforce development programs and initiatives. As we progress with our outreach we will build a workforce development resource section on our website, information will begin to be posted in early 2024.



NEW SEMINAR DATE!

Our most popular seminar, **"Managing Your Career in Changing Times,"** will be offered beginning on October 24th, 2023, from 10:30am to 12:00pm. Advanced registration required.

Facilitated by a professional career coach, this six-week seminar meets virtually once a week for 90 minutes, and concludes with an individual career coaching session. Providing career strategies for individuals to:

- Build self-awareness to clarify your career direction
- Explore career alternatives
- Learn about the latest job search trends including:
 - Resumes
 - Interviewing
 - LinkedIn

A virtual orientation with the career coach is required prior to the seminar. Registration is limited.

Don't wait, register today!

<https://bit.ly/45UPDDv>

CAREER COACHING SERVICES (CCS)

WLS offers specialized programs with trained professionals to guide you in your career path. Career Development virtual seminars, interactive workshops, and career-related speaker events are offered throughout the year facilitated by professional career coaches. Seminars provide career strategies to build self-awareness to clarify career direction, explore career options and alternatives, learn about latest job search trends, and develop career goals.

OUR MISSION

The mission of the Westchester Library System (WLS) is to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries.

Career Coaching Services
Westchester Library System
570 Taxter Road, Suite400
Elmsford, NY 10523
914-231-3238
wlscareercoachingservices@wlsmail.org



MAXIMIZING YOUR IMPACT THROUGH VIRTUAL MEETING ETIQUETTE



Virtual meetings have been common place since the pandemic, yet etiquette for these meetings is rather new. This article suggests some **practical ways participants can exhibit professional etiquette and create a stronger impact** when registering and attending virtual programs.

Registration: Virtual etiquette begins with registering for a program. Here are some things to keep in mind before registering:

Have you checked your calendar? Do you have any conflicts? What will stop you from attending? These questions are important to consider, since **invited guest speakers and workshop facilitators put time and energy into their presentations for you.** If you do not attend an event you registered for, it can be viewed as discourteous to the speaker/facilitator and can demonstrate a lack of professionalism on your part. **Should you need to cancel due to an emergency or other unique circumstances, it is important that you notify the host via email,** giving as much advance notice as possible.

Getting Ready for the Event: Prior to attending the event, think about what you will wear since **your professional image matters** and can impact impressions you make with the speaker and other participants. Although you don't have to dress as you would for an interview, **your appearance should be "business casual"** when attending a virtual event. Always **check in advance to make sure you have the login information** as well as **logging into the event, a few minutes early,** to avoid any technical issues. If you commit to an event, **you need to be there on time and for the duration.** Otherwise, it can be very disruptive and detract from the presenter.

Muting and Asking Questions: Most hosts will ask you to mute yourself, unless asking a question or making a comment, so that any background noise is eliminated and is not disruptive to the entire group. The host typically reviews some housekeeping rules such as muting and methods for asking questions i.e. raising your hand, in which case you can unmute yourself, or entering the question into the chat. Sometimes the speaker is open to questions/comments at any time and in other cases they may take them at the end. Be sure to **eliminate any background noise while unmuting, such as silencing your cell phone and informing others in your household that you are in a virtual meeting.**

Video/Visibility: Turning your video camera on in a virtual event is highly recommended since there are advantages to being visible. It **allows others to see your professional image and how you are able to effectively interact and engage with both the speaker and participants.** Being visible also increases your chances of connecting with others for purposes of networking (e.g. via LinkedIn). From the speaker's perspective, when participants are visible, it makes it easier for them to assess reactions and solicit their questions.

Being aware of virtual etiquette will help you demonstrate your respect for the speaker/facilitator, who is sharing their valuable time and information, and at the same time maximize your professional image.