

Career Coaching Services Newsletter

PROGRAMS TO HELP YOUR CAREER BLOOM!

Are you focusing on your career this spring? Are you interested in finding a new position, advancing in your current role, or exploring a career pivot? Our seminars and workshops can enhance your job search skills and career development goals. **A Professional Career Coach can help with your next career move!**

‘MANAGING YOUR CAREER IN CHANGING TIMES’

Our most popular career seminar was offered three times between January and April! Participants met once a week for six-90 minute sessions. All three seminars were attended at maximum capacity. These group sessions help in building self-awareness to clarify career direction, exploring career alternatives, and learning about the latest job search trends including resumes, interviewing, and LinkedIn. At the conclusion of the seminar, each participant is eligible for a one-on-one consultation with their career coach.

- **Virtual sessions were held from January 14th through February 18th.**
- **In-Person at the John C Hart Memorial Library in Shrub Oak began February 25th and concluded April 1st.**
- **In-Person at the Town of Pelham Public Library took place from March 12th until April 23rd.**

Career seminars will be offered again in the Fall. Our [CCS website](#) is the best place to check for information, dates, and registration details on all our programs.

OUR WORKSHOPS TEACH ESSENTIAL SKILLS!

‘TEEN JOB SEARCH WORKSHOP’ was held March 27th. Tips, Applications, Resumes & More. This virtual workshop was one of our most highly attended events. Teens were able to participate and learn the tools needed to land a part-time or summer job.

‘UNLEASHING CAREER OPPORTUNITIES THROUGH NETWORKING’ was held April 10th at John C. Hart Memorial Library. This in-person workshop helped participants to positively reframe their approach to networking as well as how to grow their contacts through social media and face to face networking to uncover opportunities.



**NEW IN-PERSON
WORKSHOP
ON MAY 19TH
AT THE
EASTCHESTER LIBRARY**

**‘OVERCOMING AGEISM
IN THE WORKPLACE’**

REGISTER NOW!

<https://bit.ly/3Rs6aZR>

Or scan:



Ageism can be a challenge in the workplace. Address ageism assumptions and myths, and delve into how to defeat it by attending this in-person workshop.

Eastchester Public Library
11 Oakridge Place,
Eastchester, NY



Call 914-793-5055 for
more information

*"Spring is the time
of plans and projects."*

Leo Tolstoy

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.

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'Elevate Your Career: Spring Clean Your Professional Path'



As the flowers bloom and the days lengthen, spring presents an ideal opportunity to **spring clean our careers**. Just as we clear out our homes and closets, it's essential to take some time to reassess our professional paths and ensure they align with our values. How can you spring clean your career?

Spring cleaning your career begins with returning to basics and reassessing your core values and career objectives. Amidst the daily hustle, it's easy to lose sight of the bigger picture. When was the last time you paused

to reflect on your career values or revisited your professional development plan? Spring presents an opportune moment to reevaluate these aspects to make sure you're still on the path to fulfillment and growth.

We understand that scheduling time to spring clean your career can be daunting, so we've created a comprehensive checklist to guide you through the process:

- 1. Define Your Version of Success:** Take a moment to define what professional success means to you. Revisit your career values and determine if your current endeavors align with them. Consider how you can better honor these values in your work and what changes you can make to your work environment right away to achieve greater job satisfaction.
- 2. Set Strategic Career Goals:** Identify three achievable career goals for the upcoming year. For example, mastering new skills, taking on leadership roles, or expanding your network. Then break down your long-term goals into actionable steps to propel your career forward.
- 3. Keep Track of Achievements:** Keep a professional accomplishments document to track noteworthy projects completed, milestones achieved, and any kudos received. Schedule time this month to create or update your document, then make a plan to maintain it. Keeping this document up to date ensures you're prepared to seize future opportunities.
- 4. Refine Your Personal Brand:** Your personal brand is a reflection of your professional identity, and this can shift over time. Regularly review and refine your brand, making sure that it accurately portrays your unique value proposition, target audience, and key strengths. Additionally, make sure that your personal brand is relevant to your industry.
- 5. Optimize Your LinkedIn Profile:** Invest time in spring cleaning your LinkedIn profile as well. Update your profile picture, headline, and summary to reflect your current objectives and achievements. Make it a goal to make new, meaningful connections and engage with your network regularly to expand your professional circle.
- 6. Pursue Professional Development:** Consider attending workshops, pursuing certifications, working with a mentor, or a career coach to further develop your skills and expertise. Investing in your professional development can open doors to new opportunities and advancement in your career.
- 7. Prioritize Work-Life Balance:** Remember to maintain a healthy work-life balance. Include self-care practices, hobbies, and leisure activities into your routine to recharge and prevent burnout. Balancing career aspirations with personal well-being is essential for sustained success and fulfillment.

By taking some time to spring clean your career, you'll position yourself for continued growth, fulfillment, and a renewed sense of purpose.

Source: LinkedIn, [Create Your Career Path](#), March 19, 2024