

## Career Coaching Services Newsletter

### NEW SEASON. FRESH START. CAREER GROWTH!

Whether you're taking your first career steps, pivoting in a new direction, or looking to grow professionally where you are right now, our workshops and seminars can help empower your career journey. We have the tools to guide you towards success!

**'UNLEASHING CAREER OPPORTUNITIES THROUGH NETWORKING'** is being offered in-person at the Briarcliff Manor Public Library on June 10th from 6:00pm-7:30pm. This hands-on workshop will teach you how to grow professional connections and move your career forward. You will learn practical strategies to build and strengthen your network, and discover how face-to-face networking and social media work together. Check our [CCS website](#) for additional details and registration links.

### A LOOK BACK AT OUR WINTER/EARLY SPRING PROGRAMS

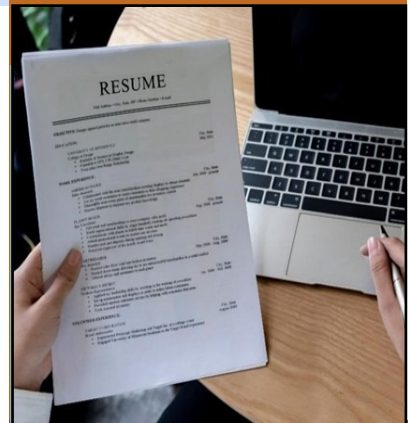
**'PIVOTING INTO A NEW CAREER: Tips to Help You Make a Successful Transition'** An all new two-day workshop was offered at the Tuckahoe Library on April 13th and April 20th. This interactive workshop series explored practical processes for making informed decisions about career transitions. Participants engaged in self-assessment to clarify their motivation for changing careers, identified skills required for target occupations, and recognized transferable skills they already possess. Participants were guided through exploring career options and developing strategic action plans that included building relevant experience and expanding professional networks.

**'TIPS FOR SUCCESSFUL INTERVIEWING'** Being confident and making a good impression are essential traits for any job candidate. This workshop took place at the White Plains Library on April 29th. Topics included understanding the different types of interviews, how to enhance one's interview skills and techniques, using AI tools to help with preparation, and how to follow up for optimal results.

**'TEEN JOB SEARCH: Tips, Applications, Resumes & More'** For teens seeking summer employment or a part time job, this virtual event was held on March 25th. This program provided guidance on where to look for a job, writing a resume, insights on applications, and interviewing preparation. The program also included two teens sharing their job search experiences.

**'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. These group sessions build self-awareness, clarify career direction, explore career alternatives, and feature the latest job search trends including resumes, interviewing, and LinkedIn. At the conclusion of the seminar, each participant was eligible for a one-on-one consultation with their career coach.

[WATCH OUR WEBSITE FOR FALL SEMINAR DATES & DETAILS!](#)



**NEW IN-PERSON  
WORKSHOP ON  
MAY 19TH AT THE  
JOHN C. HART LIBRARY**

**'LATEST TRENDS  
IN RESUMES'**

**REGISTER NOW!**

<https://bit.ly/4bJLEPy>

**Or scan:**



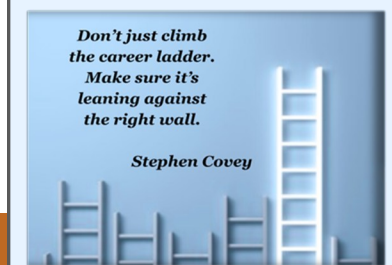
Are you ready to stand out in a competitive job market? Participate in our 90 minute workshop 'Latest Trends in Resumes', taking place in-person at the John C. Hart Memorial Library on May 19th from 6:00pm - 7:30pm.



**John C. Hart Memorial Library**  
1130 E Main Street  
Shrub Oak, NY  
914-245-5262

*Don't just climb  
the career ladder.  
Make sure it's  
leaning against  
the right wall.*

*Stephen Covey*



## 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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<https://wlscareercoachingservices.org/>



## CAREER CHANGE HELP: STRATEGIES FOR A SUCCESSFUL TRANSITION



A successful career change can be both exhilarating and daunting. Whether transitioning to a new job or shifting to a new industry, a strategic approach can help ease the transition. Here are some key steps for career change help.

### Step One for a Career Change: Clarify Your Goals

A successful career change begins with a clear understanding of your motivations and goals - why you want to change careers and what you are looking for in your next role. Consider the skills and strengths you enjoy using and how they align with your desired career path. Reflect on the type of work environment and company culture that best suits you. Think about where you see yourself in the next 3-5 years and what steps you need to take to reach that vision. Lastly, anticipate any challenges you might face during the transition and consider strategies for overcoming them.

### Build Your Skills for a Career Change

Making a career change requires developing new skills to succeed in your desired field. To begin, assess your current skills, including soft skills (communication, problem-solving, leadership, etc.), and identify gaps where experience is needed. Then, look for online platforms like [Coursera](#) and [LinkedIn Learning](#) that offer training. Or opt for certifications that add credibility to your resume.

### Don't Go It Alone

When looking for career change help, don't ignore your network. Explore potential career paths through research, networking, and informational interviews. Optimize your LinkedIn profile and engage in discussions, share content, and connect with professionals in your field.

### Look for People, Not Jobs

When looking for career change help, don't focus solely on job listings. Instead, concentrate on the people behind the role—networks, relationships, and company culture that align with your principles and values. Seek business coaches for guidance and advice, attend industry events, and use LinkedIn to uncover hidden opportunities. Focusing on people, rather than just jobs, creates more meaningful and fulfilling career opportunities.

### Take Action

It is easy to succumb to analysis paralysis when seeking career change help. Instead, take action. Step into different worlds to gain insights and eliminate options, rather than leaving unanswered questions. Enroll in a part-time course, shadow an acquaintance at their job, or volunteer your time and talents in an area that interests you.

### Stay Resilient and Flexible

There is no doubt that a career transition can be challenging. Embracing the process, celebrating small wins, and maintaining a growth mindset can help you navigate the process successfully. And don't forget to take care of your mental and emotional well-being throughout the process. Above all, trust the timing of the process, remain patient, and stay focused, knowing that the right opportunity will come.

*Adapted from 'Career Change Help: Strategies for a Successful Transition', by NG Media 5/1/26, [LinkedIn](#)*