

**Free spring-summer Job Search Series with career coach Win Sheffield  
Hamilton Grange Library – 503 W 145th (between Amsterdam & Broadway)**

**10-Apr Getting Organized for Your Job Campaign: How to approach the Tasks and People that will provide your success**

Landing our next job puts us in the position of managing a project that is extremely important to us and where we feel most inadequate. It doesn't have to be so painful. Join coach Win Sheffield to learn how to keep all of your career balls in the air and to streamline your process. Learn to

- \* How to sort through constantly changing options
- \* Identify & prioritize your job targets
- \* Give yourself structure and rewards for greater productivity
- \* Plan how to use your informational meetings and how to follow up
- \* How to track progress in your campaign

**24-Apr How to Talk about Your Accomplishments using Stories**

The key to impressing anyone in an interview or in a networking situation is to be able to convey the value we bring to the table. Employers want employees who bring creative solutions and deal efficiently with problems. By relating how we have solved problems in the past, perhaps problems very much like the ones they face now, we put yourself in the best position to be taken seriously. Join career coach, Win Sheffield to learn how to pick and deliver your accomplishment stories so you convey your value compellingly, and be asked back.

- \* Identify the messages you want to deliver
- \* Match your stories to your audience
- \* Deliver your message with clarity – What Hollywood can teach us about telling our stories

**8-May How to Look into New Career Options**

The job market is constantly changing, jobs we have done for years are no longer available. We are changing too. As a result we are often looking for new options. In this talk coach Win Sheffield will give you structured ways to look at what you like to do and have done well. We will look specifically at what you do (a function) and distinguish it from the industry you do it in. We will also highlight your interests and preferences and show how to bring these to the marketplace.

**22-May How to make the most of your Network: How people you know can help you**

We need to communicate our value to many people in any number of circumstances. Developing and keeping on top of what we say can be hard and especially hard when we are not sure where exactly we are heading. Join coach Win Sheffield to learn how to talk about yourself without fuss and without bragging. Learn to:

- \* Develop a branding message to incorporate in your pitch, letters and resume
- \* Keep what we want in front of audiences and to adapt your message to your audience
- \* Develop a comfort level with talking about what you do not know.
- \* Enrolling your contact as a career-long connection

**5-Jun Making Talking About Yourself Easy: Your Pitch**

In our job searches we need to communicate our value to many people in any number of circumstances. Simply keeping on top of what we say is hard and especially hard when we are not sure where exactly we are heading, our targets are changing or we have more than one target. Career coach Win Sheffield will guide this session so participants can learn how to talk about themselves engagingly.

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**26-Jun Career Management for Introverts**

Do you feel you shouldn't have to sell yourself? Are you uncomfortable talking about your accomplishments? In managing our career we have to be regularly in touch with people who we don't know well and whose good opinion we need. Join career coach Win Sheffield to learn ways to move ahead in the face of shyness and reluctance to talk to strangers. Techniques covered will include:

- \* Structured ways to approach and prepare for conversations
- \* Using story techniques to approach difficult to address successes obliquely
- \* Career management methods that minimize conversation

**10-Jul Summer Career Management: Talking about Yourself and Networking Informally**

It's summer. You have your priorities and they involve the outdoors and water. And yet, there is that little voice at the back of your head saying: "Maybe I should be looking for work. I know I need a job and in September I will really want to be working . . ." Why not do both? Join us to learn how to make the most of your summer search and still provide ample opportunity for recreation.

- \* Develop a pitch that can be delivered around the pool
- \* Tell some engaging stories that also convey your worth
- \* Make the most of the summer rhythm by getting your work done and leaving time for recreation

**24-Jul Staying One Step Ahead of the Interviewer**

The interview does not have to be like an interrogation or become a replacement for your not being prepared for your final exam nightmare. Become master of the interview process so that you become the candidate of choice. Career coach, Win Sheffield will share

- \* Effective ways to prepare for the interview
- \* How to convey your value in the interview
- \* Decisive ways to follow up to keep you in your interviewer's mind

**31-Jul Everything You Need to Know to Create an Effective Resume**

Our resumes are given the impossible task of conveying our entire experience and our total value. Let your resume speak in ways that serve you, to convey what it needs to and to sell you. Career coach, Win Sheffield will focus resume essentials, so you can get on with your career.

- \* How to develop your personal brand through your resume
- \* Creating "action oriented" resumes
- \* The advantages and disadvantages of a one-page resume

**21-Aug**

**Planning your Fall Job Campaign**

Summer is drawing to a close. Fun in the sun has been relaxing and now it is time to think once again about your future and your career. There are possibly a number of things you would be happy to be doing and any number of things you could think about to do.

Join career coach Win Sheffield to learn how to build momentum and establish next steps for that important and often neglected element of your life, your future. We will look at assessing where you are in your planning and steps for moving ahead, taking advantage of those things you have at hand and pursuing the easiest ways forward.