



Due to the COVID-19 pandemic, our in-person workshops are on hold until further notice. For up-to-date information on the status of Executive Branch offices such as ours, click [here](#).

We are currently offering a variety of webinars. To see dates and times, and to register, please visit our [events calendar](#). See also below for descriptions.

Webinars Focusing on Interaction

These webinars are primarily about exchanging ideas and about opportunity for practice and mutual support. The platform for these events is Zoom. Group size is limited to eight participants to allow for maximum interaction.

Coping with Job Loss and Managing Your Time

Losing your job is a lot like a divorce or death, and presents multiple financial and social challenges, all of which are magnified tenfold with the pandemic. In this webinar, we will talk about the negatives and positives of how you're handling your situation. How are you building structure into your life? What have you found to be helpful and where do you need help? We'll also touch on the Covey Quadrant (from Stephen Covey's book, *The Seven Habits of Highly Effective People*) as a means of effectively managing your time.

Interviewing Practice

Get ready to get and give feedback. After a short review of interviewing tips, we will role play (mock interviews) and get and give feedback. The most productive way to give feedback: What did you like? What suggestions do you have for next time? Giving constructive feedback is not being critical—it is a mutually supportive process. Remember: The medium is the message—you'll have an opportunity to become more comfortable with your online presence, as well. You don't want to end up looking like what Room Rater (Twitter) calls a "hostage video."

Practice and Gain Confidence in Your Online Presence

We're not TED, but we can talk! Expand your comfort zone with remote platforms by joining us to give a five-minute presentation to your fellow Zoomers. Topics can be anything from an idea you feel strongly about—a hobby, a how-to, an idea—to a presentation you would like to give to a prospective employer. Participants will give and receive feedback on content, body language, background, lighting, and audio. You must commit to giving a five-minute presentation to join this hour-long webinar. Remember, this is one of the platforms on which you may be interviewed—and work—and this is the place to expand your comfort zone in a supportive environment.

Speaking Up—Speaking Well

Clammy hands and cotton mouth? If fear of public speaking is holding you back, or you're a seasoned presenter who hasn't had the chance to practice lately, this Zoom workshop is for you. We'll warm up with exercises and practice communicating in a supportive, non-threatening, and fun environment, paying attention to "fillers," vocal variety, bridging, and your online presence. Impromptu speaking is a lot like life—you never know what's around the corner—or what your next interview question will entail. You'll see an improvement in your ability to think on your feet in your next interview. Each workshop will be different, so you can participate just once or at every offering.

Using Age to Your Advantage

What we focus on expands. In your job search, are you focusing on potential age barriers or what you bring to the table? It's all about attitude, the scripts we run through our heads, and the filters through which we see ourselves and our challenges. We'll talk about perception versus reality, visualization, and self-fulfilling prophecies. Remember, your attitude determines whether you see your challenge as an ordeal or an adventure.

Webinars Focusing on Information

These webinars are primarily about conveying an overview of concepts related to the job-search process. The platform where these events are held is Webex.

Boost Your Job Search with LinkedIn

For most career professionals, LinkedIn is the social-professional network to be part of. The pandemic has made it clear: It is critically important to have a strong digital presence, and leverage the virtual arena for your career-advancement activity. In this webinar, you will find out what makes your professional profile compelling and attractive. You will also learn strategic and tactical moves to engage with LinkedIn so your next gainful opportunity can find you sooner.

Get Your Résumé Runway-Ready

As job postings often result in an overwhelming number of applications, how can yours draw the reader's attention? You don't want to go "overboard" with multi-colored gothic fonts. Then again, good visuals do matter in getting your résumé and cover letter to be distinctive-looking, and easily readable at that. In this webinar, we will look at ways of placing assets so that the ones that are most relevant are the ones most emphasized. You will come away with pointers to help you give your value proposition the eye-popping presentation it deserves.

Interviewing Skills

So your résumé got you the interview, but the résumé only covers roughly one-third of what the interview conversation is all about! We will discuss what you can do before, during, and after the interview to boost your chances of standing out. We will take a look at the types and areas of questions, and recommendations for your answers. You will also pick up functional approaches to the questions of your own—since it's a two-way street, like any conversation.

Networking in Times of Social Distancing

Typical networking gatherings are not feasible right now. Getting together is a challenge when we are supposed to keep apart. But building helpful, reliable connections has always been about a consistent communication cycle that involves more than going to in-person meet-ups. Add to that today's technology, and you will find there are actually quite a few options. This webinar will help you leverage the resources you may already have at your fingertips.

Optimism and Your Job Search

Dealing with ambiguity can be challenging, and the "whole job-search thing" is drenched in ambiguity. Things happen (or don't happen), and you wonder why (not). The conclusions you draw can have a dramatic impact on your next move. That's where optimism comes in. Optimism is not about ignoring problems; it is about dealing with them in ways that keep options open. In this webinar, we will look at ways to stay optimistic, and keep going, through hard times.

Phone and Online Interviewing

The job market may have shifted, and what has certainly shifted is the way employers interview. While remote interviewing has traditionally been more of a screening step, it now often is a go-to option in its own right. Take this webinar for an overview of the technology and other factors you need to know about. That will help you get ready, and who knows—when you know to use remote interviewing to your advantage, your next job may be less than six feet away!

Salary Negotiation

Laws regulating living wages are important, but negotiating your next salary really is about the value of what the employer is asking of you. That includes many of your waking hours, your knowledge and resourcefulness, and sometimes your existing network of other professionals. Add to that the issue of pay equality, and you know you don't want to leave money on the table. Up your game with this webinar!

Turbo-Charge Your Résumé Content

Does your résumé do a good job at portraying the resourceful and effective professional you are? Oftentimes, highly qualified applicants aren't seen by employers because the presentation is "off." Worse yet: Sometimes, good candidates package their greatest assets in ways that cause the résumé to backfire. This webinar will help you identify powerful verbiage that gives you a real shot at piquing the employer's interest. You will come away knowing how to infuse your résumé with a vibrant value proposition showing you are the solution to the employer's needs.

