



CENTER FOR THE WOMEN OF NEW YORK



YOUR HOST TODAY

Victoria Pilotti, CWNY President

Good morning and welcome to CWNY's How to Effectively Pause: 5 Steps to Reboot your career.

This webinar is in partnership with Anne-Marie Ditta, the CEO of First Impression Career Services, LLC.

Subscribe to our newsletter <https://conta.cc/3bYFKbG> for more information about our upcoming programs.

ABOUT CWNY



Since our founding in October of 1987, the Center has shown that women working together can be an effective force. We are a voluntary, non-profit organization, dependent on dues from our members and on the volunteer efforts of business, professional and community women and men in New York City.



We advocate strongly for women's full equality by partnering with like-minded organizations and elected officials. We participate in women's marches and organize symposia on topics like domestic violence and human trafficking. We help women in crisis through referrals to social services.



At the Center for the Women of New York, we believe education is a cornerstone of women's economic independence. To that end, we offer classes in conversational ESL, computer skills, and other topics, and an annual Career Conference to enable women to gain employment and rise in the workplace.



Whether we're marching for worthy causes, celebrating women's accomplishments in leadership, the arts, or sports, camaraderie is a hallmark of CWNY. We've come a long way since the Second Wave of the Women's Movement in the latter half of the 20th century, and while there are many struggles ahead, we love getting together to celebrate how far we've come.



Center for the Women of New York

HOUSEKEEPING



**Tell us how
we did in
the survey**

A copy of the slides will be available at the link below after the presentation

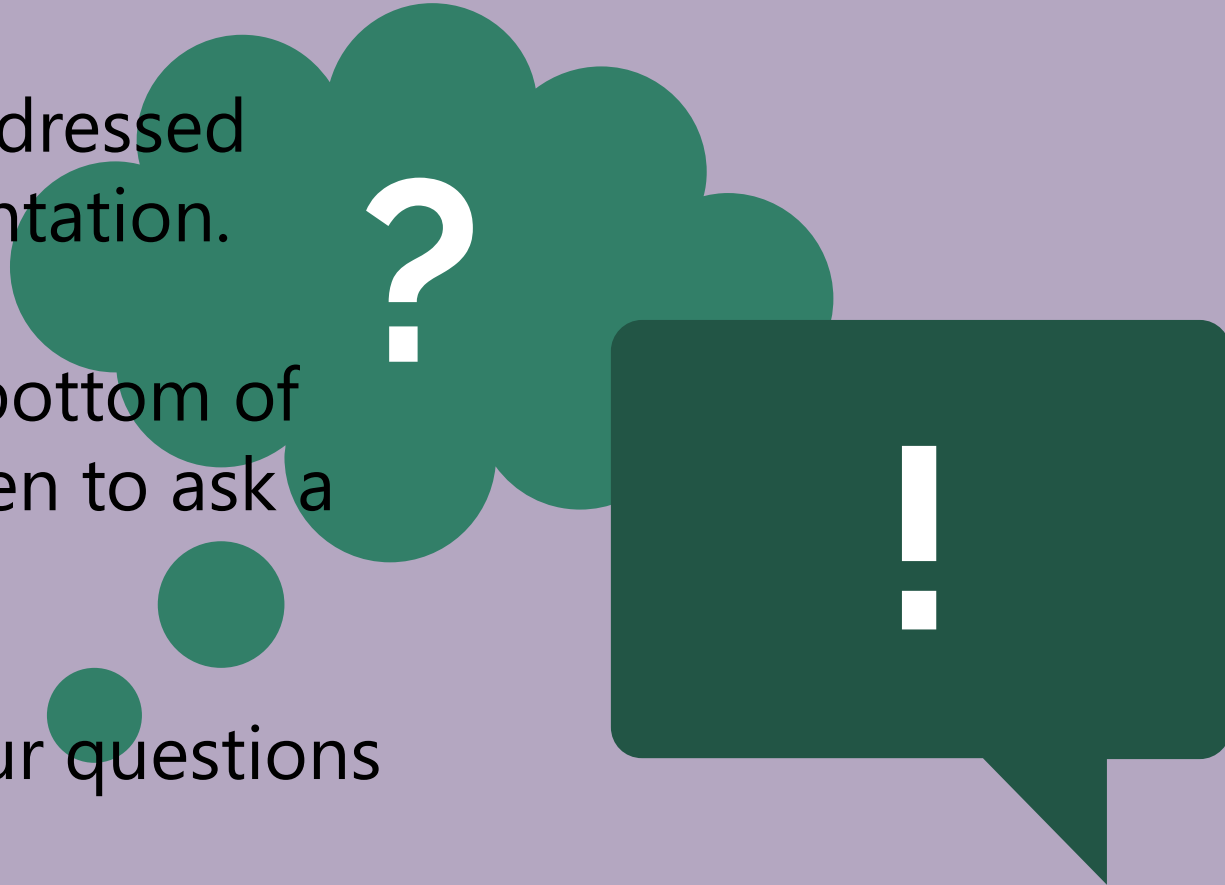
[http://cwny.org/past-
events](http://cwny.org/past-events)

Q&A

Your questions will be addressed after Anne-Marie's presentation.

Use the Chat Box at the bottom of your Zoom meeting screen to ask a question.

If you dialed in, email your questions to events@cwny.org





Anne-Marie Ditta

- Anne-Marie Ditta, CEO and sole practitioner has been assisting people during different economies and job markets since 2001. She began coaching and crafting resumes following 911. Keeping on the pulse of application tracking systems, social media, and hiring trends enables First Impression Career Services to give you exceptional service and guidance that will last for years to come.



How to Effectively PAUSE

5 Steps to Reboot Your Career



PAUSE

Prepare to change your career, internal move, new position, or workforce reentry

Assess your skills, knowledge, and interests and the needs of the market

Unite with people in your network

Schedule your time

Evolve and grow personally



A temporary stop



A brief suspension



To linger for a time

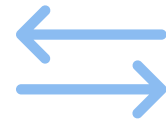
PAUSE and Comic Timing

Comedians have long understood the value of timing to maximize the impact of a punchline.

Snake-oil and Laughter

For example, the late Sid Lorraine, often called the Dean of Canadian Magicians, employed the tension principle to get laughs. Once while performing at the Riviera Hotel in Las Vegas, he was presenting a "pitchman act," playing the role of a "snake-oil" salesman from the wild west. His voice started to crack. The longer he spoke, the worse his voice became, until he could no longer speak - silence! Most people in the audience were thinking "Somebody please give the poor man a glass of water!" He then took a drink of his "medicine" and immediately began talking full-throttle! He had caught the audience by surprise, built the tension, extended and strengthened it with a pause, and then reaped the comic's reward - laughter.

PAUSE: 5 Steps to Reboot Your Career



Prepare for a career change, internal move, new position, or workforce reentry



Assess your skills, knowledge, and interests and the needs of the market



Unite with people in your network



Schedule your time



Evolve and grow personally

Prepare

“You need to know where you are going, otherwise you might end up in Alaska with a bikini.”

Anne-Marie Ditta



Prepare for Change



Establish your job search strategy



Identify potential companies and industries



Revise your résumé, cover letter, LinkedIn profile and any other materials you will use



Update your skillsets and certifications



Lay the groundwork for networking and other job search methods.

Assess yourself and the market

Inventory your strengths
and skills

Invest in assessment
tools such as the Myers
Briggs, DISC, Clifton
StrengthsFinder 2.0,
Value Survey O*net
Online

Analyze job postings to
understand if you meet
the qualifications

Survey the market for
industries that are hiring

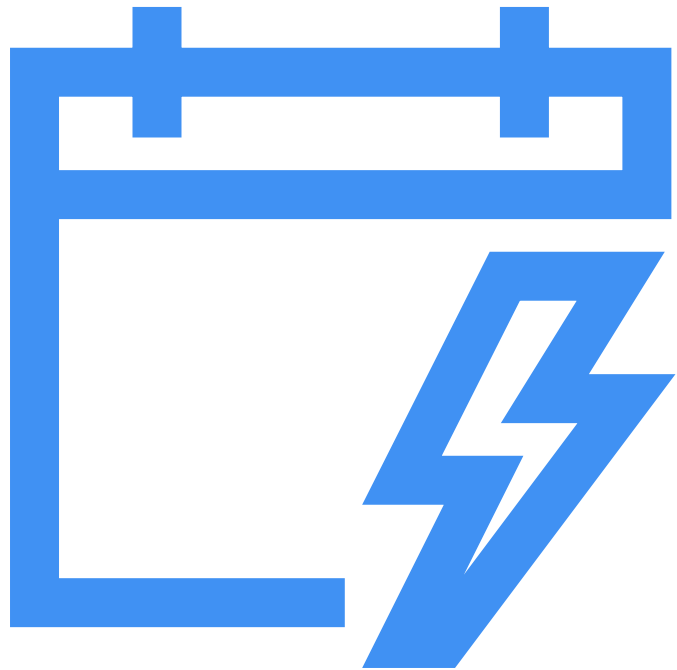
Assess the effectiveness
of your search. Are you
placing yourself at the
bottom of the pile when
hiring managers are
looking at the top?

Think out of the box for
market trends (mask
sewing, PPE, tutoring)

Unite with People

- Speak with people in your network (jobseekers, mentors, coaches, family, worship members, friends, co-workers, colleagues, vendors)
- How? LinkedIn, text messages, phone calls, email, Zoom, professional associations, PMI, Art Councils, Chamber of Commerce, FENG, MENG, TENG, ANA, garden clubs, nonprofits, Meetup groups, Eventbrite
- Leverage opportunities (events, holidays, weather, etc.) to contact people you haven't spoken with in a while.
- Share resources





Schedule your time

- Create a schedule and stick to it
- Plan for phone calls and online meetings as you normally do when meeting face-to-face
- Make time for exercise – better yet organize a daily exercise program with others
- Use a calendar to track meetings and events you plan to attend
- Have reasonable expectations of yourself

Evolve & Grow Personally



READ BUSINESS
AND
MOTIVATIONAL
BOOKS AND
MATERIALS



HELP A FRIEND
OR NEIGHBOR



VOLUNTEER
YOUR SERVICES



TAKE CARE OF
YOUR HEALTH
AND PHYSICAL
APPEARANCE



LEARN A NEW
SKILL, TAKE UP A
HOBBY, PURSUE
AN INTEREST



START NOW



SPEND QUALITY
TIME WITH
PEOPLE



Questions and Answers

Thank you



<https://firstimpressioncareerservice.com/>
(917) 576-2821 | amditta@gmail.com

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UPCOMING CWNVY EVENTS

- BOOK CLUB
- COMPUTER CLASSES
- LEGAL CLINIC
- TRAFFICKING PANEL DISCUSSION
- WOMEN ARTIST EXHIBIT
- WOMEN PERFORMING ARTIST EVENT
- WALKING GROUP



CURRENT SERVICES

- CAREGIVERS PHONE SUPPORT GROUP
- CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE (ESL) CLASSES
- REFERRAL SERVICES
- WEBINARS

Center for the Women of New York



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