

Executive Functioning Skills: Executive functioning skills are not just a set of abilities but a transformative power that underlies the capacity to plan and meet goals, display self-control, follow multi-step directions even when interrupted, and stay focused despite distractions, among others. These skills are the mental processes that enable individuals to manage and regulate their thoughts and actions to achieve goals. Executive functioning is crucial in daily life, including academic and occupational success, interpersonal relationships, and overall adaptive functioning. They encompass several cognitive abilities, including:

1. **Attention:** The capacity to focus on relevant information while filtering out distractions.
2. **Inhibition:** The ability to control impulses, resist distractions, and refrain from engaging in inappropriate behaviors.
3. **Working Memory:** The capability to hold and manipulate information in mind for short periods to support cognitive tasks such as problem-solving, reasoning, and planning.
4. **Cognitive Flexibility:** The skill to adapt to changing situations, switch between tasks, and think about multiple concepts simultaneously.
5. **Planning and Organization:** The capacity to develop strategies, set goals, and create a systematic approach to accomplish tasks efficiently.
6. **Problem-Solving:** Identifying, analyzing, and resolving challenges or obstacles while pursuing objectives.
7. **Initiation and Persistence:** The ability to begin tasks independently and maintain effort over time to complete them, even in the face of difficulties or setbacks.
8. **Time management:** The capacity to estimate how much time one has, how to allocate, and how to stay within time limits and deadlines.

Career counseling services are designed to guide and support individuals in their career development process. They help individuals identify and pursue career paths that align with their interests, values, skills, and goals. The key components of career counseling include job search support, interview practice, understanding soft and hard skills, and emphasizing the importance of skill development for professional success.

1. **Job Search Support:** I assist individuals in conducting effective job searches by providing resources such as job boards, networking strategies, resume and cover letter writing assistance, and tips for leveraging online platforms like LinkedIn.
2. **Interview Practice:** I often conduct mock interviews to help individuals prepare for job interviews. During these sessions, they provide feedback on communication skills, body language, and responses to common interview questions, assisting candidates to feel more confident and polished in their interactions with potential employers.
3. O'net
4. Meyer Briggs
5. **Soft Skills vs. Hard Skills:** I help individuals understand the distinction between soft and hard skills and how they contribute to workplace success.
 - **Hard Skills:** These are specific, teachable abilities that can be quantified and measured, such as technical skills or proficiency in using software programs.

- **Soft Skills:** Also known as interpersonal or transferable skills, soft skills are less tangible qualities that relate to how individuals interact with others and navigate their environment. They include communication, teamwork, problem-solving, adaptability, leadership, and time management.

Overall, my services are not just a resource but a supportive guide that aims to empower individuals to make informed career decisions, develop the skills needed to succeed in the job market, and effectively navigate the complexities of the employment process. I am here to reassure you and help you feel confident in your career journey.

Coaching and mentoring new teachers as they embark on their careers is crucial for their professional growth and development. Here's how coaching and mentoring can support new teachers:

1. **Guidance and Support:** New teachers often face numerous challenges as they adjust to the demands of the classroom. A mentor can provide advice and support, helping them navigate curriculum development, classroom management techniques, and instructional strategies.
2. **Reflective Practice:** Coaching and mentoring encourage new teachers to engage in reflective practice, critically examining their teaching methods, instructional decisions, and classroom interactions. Through regular feedback sessions with their mentor, new teachers can identify areas for improvement and develop action plans to enhance their teaching effectiveness.
3. **Skill Development:** Mentoring allows new teachers to acquire and refine essential teaching skills. Mentors can model effective teaching practices, provide opportunities for observation and feedback, and offer tailored professional development experiences to address specific areas of need.
4. **Building Confidence:** Starting a teaching career can be overwhelming, and new teachers may experience self-doubt and uncertainty. As a supportive mentor, I can help boost their confidence by acknowledging their strengths, affirming their progress, and offering encouragement during challenging times.
5. **Creating a Professional Network:** Mentoring connects new teachers with experienced educators and other professionals in the field. This network provides valuable resources, insights, and collaborative opportunities that can enrich their teaching practice and foster ongoing professional growth.
6. **Emotional Support:** Teaching can be emotionally demanding, especially for new educators navigating the complexities of the classroom environment. I offer a listening ear, empathy, and understanding, helping new teachers cope with stress, manage expectations, and maintain their overall well-being.
7. **Career Advancement:** Mentoring can lay the foundation for long-term career success. As new teachers develop their skills, build confidence, and establish professional connections, they are better positioned to pursue leadership roles, take on new challenges, and make meaningful contributions to education.

Supporting adults through the interview process and helping them retain their jobs involves a combination of preparation, skill-building, and ongoing assistance. Here's how I can provide support at different stages:

Preparing for the Interview:

1. **Resume and Cover Letter Assistance:** Help individuals create or update their resumes and cover letters to highlight their skills, experiences, and qualifications relevant to the job they are applying for.
2. **Mock Interviews:** Conduct mock interviews to simulate the actual interview experience. Provide feedback on communication skills, body language, and responses to common interview questions.
3. **Research and Preparation:** Assist individuals in researching the company, understanding the job role and requirements, and preparing thoughtful questions for the interviewer.
4. **Dress and Appearance:** Offer guidance on appropriate attire and grooming to make a positive impression during the interview.

During the Interview:

1. **Confidence Building:** Encourage individuals to stay calm and confident during the interview. Remind them to maintain eye contact, smile, and exhibit positive body language.
2. **Active Listening:** Teach active listening skills to ensure individuals understand and respond effectively to interview questions.
3. **Highlighting Strengths:** Guide individuals on effectively communicating their skills, experiences, and achievements relevant to the job.
4. **Addressing Weaknesses:** Help individuals prepare honest and constructive responses to questions about weaknesses or challenges they may have faced.

After Securing the Job:

1. **Onboarding Support:** Offer assistance during the onboarding process, helping individuals acclimate to their new workplace, understand company policies, and meet critical colleagues.
2. **Skill Development:** Identify skill gaps and provide resources to help individuals excel in their new roles.
3. **Setting Expectations:** Clarify job responsibilities, performance expectations, and opportunities for growth and advancement.
4. **Mentoring and Coaching:** I provide ongoing support, feedback, and guidance as individuals settle into new positions.
5. **Work-Life Balance:** Emphasize the importance of maintaining a healthy work-life balance and provide strategies for managing stress and avoiding burnout.

6. **Check-ins:** Schedule regular check-ins to assess progress, address any concerns or challenges, and provide additional support as needed.
7. **Professional Development:** Encourage continuous learning and professional development opportunities to help individuals stay current and advance their careers.
8. **Recognition and Feedback:** Recognize and celebrate achievements and provide constructive feedback to help individuals continuously improve and grow in their roles.

Email: Slweiss65@gmail.com

Phone: 516 -319-0477

Sharon Weiss Certified administrator and teacher with 37 years of experience in the public school, Field Supervisor at Molloy University, Case Manager at The Adult Learning Center, and Educational Consultant.