



WETA NEWSLETTER

Wisconsin Employment & Training Association, Inc.

<http://www.wetainc.org>

Volume 6, August 2018



Registration is now OPEN for the WETA Annual Conference! *October 17—19, 2018*

Lake Lawn Resort—Delavan, WI

2018 Conference Theme:

*“Reimagine. Retool. Renew.
Coming Together at Work, with
Partners, & Within.”*

Registration information
available at: www.wetainc.org

Ask the Employer! Have a question or topic for our Conference Employer Panel?

E-mail Lacey at lpiekarski@co.wood.wi.us to submit your questions or ideas by
September 14, 2018. Join the Employer Panel at the Conference on
Thursday 10/18/18 from 1:45—3:00pm.

Did You Know?

- WETA awards a \$1000 student scholarship each year!
- FIVE membership awards are also available in 2018!
- The 2018 special award is the **Master R2 (Reimagining and Retooling) Specialist Award**. The award recipient receives complimentary registration fees (includes meals but not lodging) for the 2018 or 2019 WETA Annual Conference *AND* can bring a second colleague to attend the 2018 or 2019 WETA Annual Conference (complimentary registration fees, includes meals but not lodging).

Nominate a student for a scholarship, an employer for their outstanding work, or recognize a fellow colleague for their professionalism and work ethic!

Visit www.wetainc.org for nomination details.

3 Common E-Mail Mistakes

1. Forgetting to Attach

Be extra diligent about mentioning the “attached” so that the handy prompts (“You said attached? Send anyway?”) appear before your email is sent. Everyone is allowed a slip-up here or there, but make a habit of this careless behavior and you’ll start to get a reputation for being unable to accomplish this basic task.

2. You Go On and On

Getting the hang of saying only what you need to in a straightforward manner may take practice, but it’s worth the effort in the long run. Read through what you write before sending and cut anything unnecessary, such as any words, lines, or even whole paragraphs that are only repeating or regurgitating what you’ve already said. It can be tempting to over-explain, but more often than not, your attempts will just seem repetitive. Learning to write with purpose and a sense of direction will serve you well in your many professional email correspondences. Your reader will thank you for the brevity and will be that much more [likely to respond](#) in kind—instead of letting your too-long message sit unread in a competitive inbox.

3. You Spell the Person’s Name Wrong

You likely send and receive a lot of emails in any given day. Avoid making small, careless errors that send the message, above all else, that you’re not as professional as you really are. Don’t sacrifice quality in the name of speed, and for Pete’s sake (or is it Peter?), don’t lose respect points because of an avoidable email mistake.

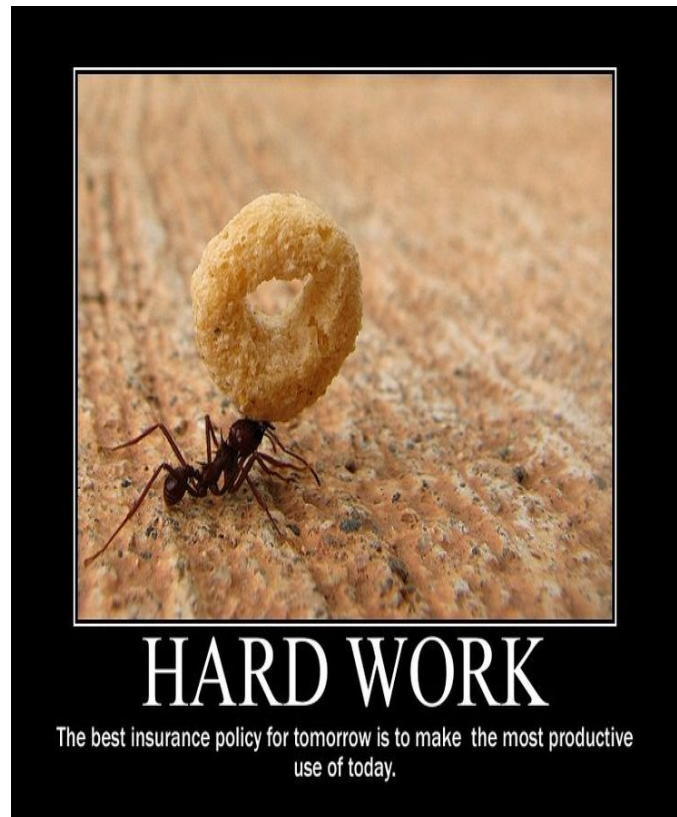
The Power of Your LinkedIn Profile Picture

Do you know your LinkedIn picture helps to determine if you land a job or not? A new study found that someone’s first impression of you from a photograph is likely to stick, even after you meet in-person. What a better time than NOW to update your LinkedIn picture at this years WETA conference! To read more of this article, please follow the link.

<https://www.forbes.com/sites/amymorin/2016/12/03/why-your-linkedin-picture-plays-the-biggest-role->

WETA Mission Statement

Our purpose is to promote quality employment and training services and support the professionals who implement and administer those services for job seekers, workers and the employer community.



Share your employment and training topic requests, cartoons, or articles with us.
Thank you for your feedback!
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