

Women's Bar Association of the District of Columbia (WBADC)

Career Toolkit

About the Program

In May 2021, through a Town Hall Meeting, and August 2021, through a Membership Survey, the WBADC solicited feedback from its members about the organization's services, programs, and member benefits. The results of these informational tools indicated that the WBADC's membership is interested in more career-focused programming. To that end—and also because the WBADC continues to seek new ways to advance and promote the mutual improvement of women lawyers—the WBADC introduced the WBA Career Toolkit.

The WBA Career Toolkit—which is free to all members—was developed in 2021 by the WBA Career Toolkit Committee, consisting of approximately ten women attorneys. The WBADC released the Toolkit to membership in October 2021. The Toolkit is a collated collection of nearly 1,000 resources relating to professional development. Accessible only with your WBADC member password, the Toolkit consists of a wide array of materials, including articles, books, websites, guides, videos, webinars, podcasts, blogs, magazines, journals, job boards, organizations, associations, and opportunities. Members can access free tools to assist in evaluating career needs and objectives, developing a career action plan, preparing application materials, enhancing skills, expanding practice area knowledge (in 25 different areas), combating gender bias and intergenerational workplace conflict, improving work-life balance, increasing well-being, and more. The Toolkit provides resources for members contemplating a career transition or reentering the workforce, for lawyers considering an alternative career, for leaders aiming to build a more diverse, equal, and inclusive profession, and for hard-working law students and lawyer parents.

The full list of categories, several of which also consist of sub-categories, is below:

- o Career Search

- ♣ Job Search Databases/Job Boards
- ♣ Resume
- ♣ Cover Letter
- ♣ Writing Sample
- ♣ Interview & Interview Follow-Up
- ♣ Negotiating Offers

- o Skills Development

- ♣ General
- ♣ Negotiation
- ♣ Public Speaking
- ♣ Research
- ♣ Soft Skills
- ♣ Technological
- ♣ Writing

- o Practice Areas

- ♣ Administrative
- ♣ Air & Space
- ♣ Alternative Dispute Resolution
- ♣ Banking & Finance
- ♣ Business & Corporate
- ♣ Civil Rights
- ♣ Communications
- ♣ Construction
- ♣ Criminal

- ♣ Environment & Energy
- ♣ Family & Children
- ♣ Government Contracts
- ♣ Health
- ♣ Immigration
- ♣ Intellectual Property
- ♣ Labor & Employment
- ♣ Litigation
- ♣ Privacy & Cybersecurity
- ♣ Real Estate & Property
- ♣ Securities
- ♣ Sports, Entertainment & Art
- ♣ Tax
- ♣ Tort & Insurance
- ♣ Trusts & Estates
- ♣ White Collar & Antitrust

- o Employment Sectors

- ♣ Academia
- ♣ Federal Government
- ♣ In-House & Corporate Counsel
- ♣ Judiciary
- ♣ Lobbying & Politics
- ♣ Nonprofit & Legal Aid
- ♣ Private Practice
- ♣ State & Local Government
- ♣ Think Tanks & Policy

- o WBA Career Conversations

- o Career Transitions

- o Alternative Careers for Lawyers

- o Reentering the Workforce

- o Combating Gender Bias

- o Networking and Mentoring

- o Leadership and Volunteering

- o Lawyer Moms and Working Parents

- o Law Students

- o Career Coaches

- o Mental Health & Work-Life Balance

- o The Multigenerational Workforce

- o Diversity, Equity, & Inclusion

- o Archived WBA Career Programs

As an added benefit, the Toolkit features “WBA Career Conversations.” These are five- to ten-minute video interviews with WBADC members (WBA Presidents, Members of the Board of Directors, and Committee/Forum Co-Chairs), and industry experts and leaders in the legal community, who present valuable insight on a range of career topics and practice areas. The WBADC posts approximately one to two new interviews each month. Below are three examples of WBA Career Conversations.

Insider Hiring Tips: How to Land and Ace the Interview with Jill Dash, WBA President, 2019-2020

In this spotlight, you'll learn resume and interview tips from WBA Past President Jill Dash, who shares about her wide range of attorney recruiting experiences. Join WBA Social Media Committee Co-Chair Sameena Kluck as Jill reveals how to craft a tailored resume that will land you an interview (finally, the verdict on the "Hobbies" section is in!), how to set yourself apart during the interview, and surprising interview dos and don'ts.

Keep Calm and Interview On: Making the Firm Transition with Sadina Montani, WBA President, 2020-2021

Find out what WBA Social Media Committee Co-Chair Sameena Kluck learned during her sit-down with WBA Past President Sadina Montani. Sadina discusses her mid-pandemic transition from a mid-sized firm to big law, shares how to make your transition smooth and successful while remaining confident and calm, and reveals two pleasant surprises that came with her transition.

Making the Most of Live Events with Sameena Kluck, WBA Social Media Committee Co-Chair, 2021-2022

Join WBA Board Secretary Rachel Davakis as she asks WBA Social Media Co-Chair Sameena Kluck to reveal her secrets on making the most of in-person events. Sameena shares five tips for event prep, her priorities while at an event, and advice for structuring a post-event plan. Learn how Sameena uses her phone to her advantage by creating a "Mini Facebook," utilizing her LinkedIn QR code, and more!

The WBADC regularly updates the Toolkit to ensure that it remains evolving and current by adding additional resources and categories and integrating new functions. Coming in the fall of 2022, the Toolkit will also grant members access to the "WBA Connections Catalog," a list of other WBADC members willing to participate in informational interviews and career sharing. The list will include contact information, bar year, and practice area of each member who volunteers to participate. Also in production to be released on the Toolkit later this year is the "WBA Advice Corner"—a platform on which WBADC members and leadership will share brief career tips throughout the Toolkit. Below are two examples of tips.

Writing a Cover Letter? "Get in touch with someone who works in the office to which you are applying in order to learn more about the skills that are most valuable to the organization. This will make it easier to connect your experience to the job description in your cover letter, while also demonstrating that you did your homework!" —WBA Career Development and Mentoring Committee

Is your network organized? "Use a phone app to organize your networking contacts. This way, you can effectively manage your network, set reminders to keep in touch with contacts, and maintain notes about contacts and meetings. Some apps even allow you to scan in pictures of business cards!" —WBA Career Toolkit Committee

Importantly, the WBADC uses the Career Toolkit as a springboard for internal and external-facing programming related to career development. All career-related programs are recorded and uploaded into the Toolkit for member viewing.

For example, in December 2021, the WBADC hosted a coach's chat titled, "Positive Approaches to Bullying and Other Difficult Situations." Renowned career coach Anne Collier shared with attendees empowering strategies for dealing with challenging colleagues and clients, improving your confidence, maintaining your reputation, and putting an end to the unpleasantness at work.

Similarly, in January 2022, the WBADC held a legal writing workshop titled, Effective Legal Writing: The Big Picture. In this program, experienced federal government trial attorneys Caroline Stanton and Marianne Kies discussed the key elements of compelling and persuasive legal writing. Topics included content organization, headings and citations, transitions, introductions, editing, and more. Attendees participated through interactive examples and a Q&A session.

That same month, the WBADC hosted a business hour titled, Overcome Negative Career Experiences and Thrive in 2022! During this program, career coach Anna Rappaport shared expert tips on how to overcome the emotional and practical challenges of dealing with an abusive boss, a project that went awry, or other negative circumstances. She shared with attendees how transforming such experiences enables lawyers to rekindle enthusiasm, regain self-confidence, and make wise decisions about their future.

The WBADC continues to regularly plan future career-related events, panel discussions, workshops, networking sessions, and business hours. The WBADC is also working to collaborate with external organizations to develop career-related programming. The WBADC continues to receive positive feedback from the WBADC membership about the Career Toolkit. The organization hopes that the Toolkit will keep members engaged about career development and will continue to inspire career-related discussions, services, and programs.



- Anti-Racist Toolkit
- Career Toolkit (Preview)
- Job Board
- Webinars
- Resources for Women Lawyers
- Women Supreme Court Litigators
- Podcasts

Career Toolkit

As the WBA continues to seek new ways to advance and promote the mutual improvement of women in the legal profession, we are pleased to introduce the WBA Career Toolkit to our members.

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As an added benefit, the Toolkit features "WBA Career Conversations." These are video interviews with WBA members and past presidents, industry experts, and leaders in the legal community, who present valuable insight on a range of career topics and practice areas. And in the near future, the Toolkit will also grant you access to the "WBA Connections Catalog," a list of other WBA members willing to participate in informational interviews and career sharing.

The WBA encourages members to share the Toolkit widely throughout the WBA community. We will regularly update the Toolkit and continue to offer programming related to career development.

The WBA would like to recognize and thank the Career Toolkit Committee for its significant efforts in locating, assessing, and categorizing these resources. The Committee welcomes feedback from the WBA membership about the Toolkit at careertoolkit@wbadc.org. If you have suggestions for resources to include, please use "TOOLKIT RESOURCES" in your email subject line.

Below you can see the categories of resources included in the Career Toolkit. You need to be logged in as a current member to click through and access the resources. Log in and click from the member dashboard. Not a member? [Join today](#) and start taking advantage of this and other resources and benefits.

Contents



Career Search



Skills Development



Employment Sectors



Practice Areas



WBA Career
Conversations



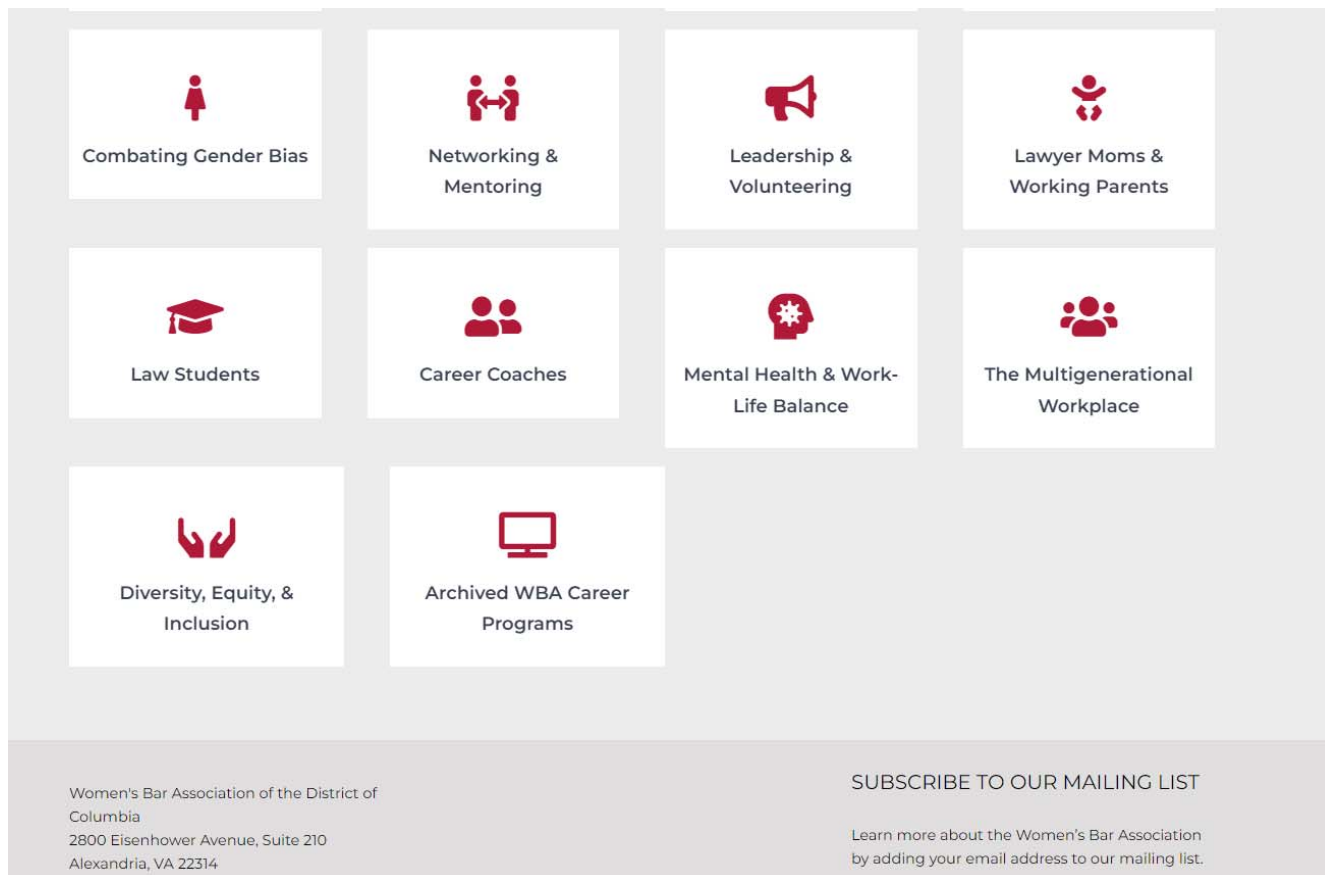
Career Transitions



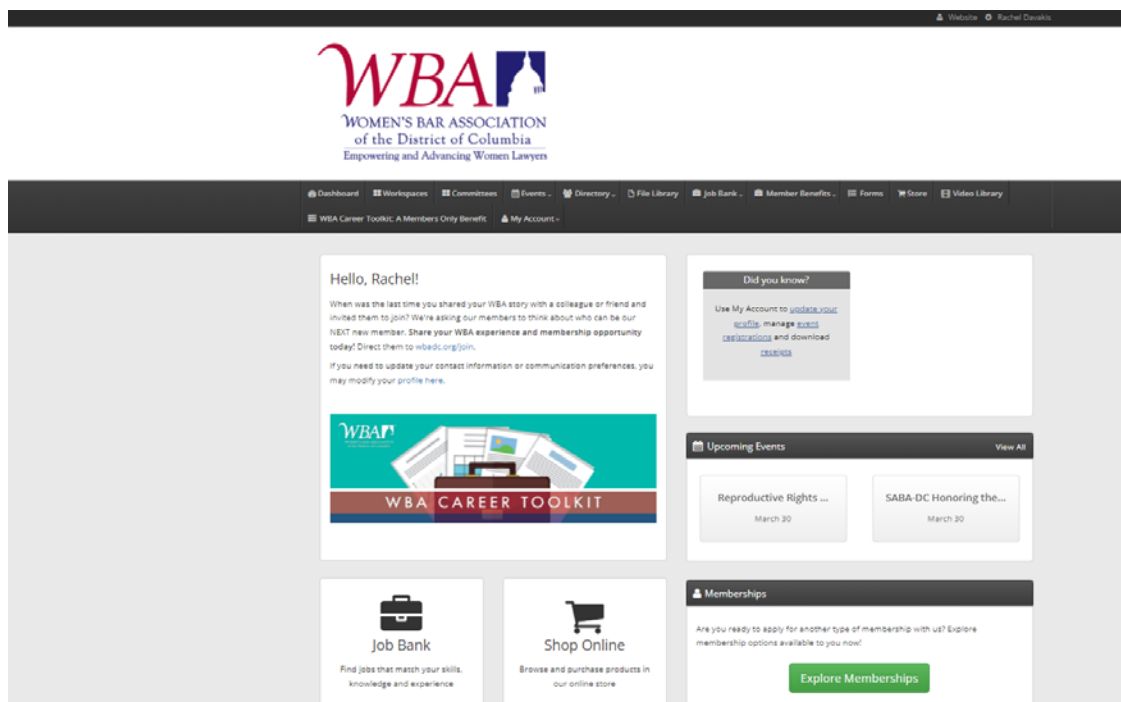
Alternative Careers for
Lawyers



Reentering the
Workforce



Members see the graphic/link every time they are on the member dashboard



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[Join/Sponsor](#)
[Events](#)
[Our Work](#)
[Resources](#)
[Blog](#)

Career Toolkit: Employment Sectors

- Academia
- Federal Government
- In-House & Corporate Counsel
- Judiciary
- Lobbying & Politics
- Nonprofit & Legal Aid
- Private Practice
- State & Local Government
- Think Tanks & Policy

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<div> <div></div> <div>Academia</div> </div> <h2>Academia</h2>		
Type of Resource	Resource	Description
Blog	What to Do in Law School If You Want to Be a Law Professor One Day	At every law school, most of your classmates are not going to be legal academics. They are going to be lawyers. And law school alone will not be enough to turn you from a person interested in law into a future law professor. Plus, you'll always have the option of working as a lawyer if academia doesn't work out. So we should think of your law school choices as opening and closing doors. University of Chicago Law School Professors William Baude and Adam Chilton offer some choices to keep your door to academia open.
Site	Academia: Career Possibilities	Most often when law students first consider a career in academia, they think of being a tenured professor. If that's your goal, you'll want to review the following sections for more detailed information and advice on that path, including credentials, building your CV, and getting hired.
Blog	Preparing for a Career in Law Teaching	There are many paths to a career in academia. While some people know they want to become law professors before entering law school, many others do not decide to explore this possibility until they are already enrolled. Still others decide to become law teachers only after they have spent some time in practice. In this website, we explore pathways to teaching careers at the many schools that do expect candidates to produce scholarship in order to demonstrate scholarly potential. At points, we note variance in expectations among schools, and also offer advice about the special forms of preparation expected of applicants seeking appointment as clinical professors.
Article	Introduction to the Legal Academy	The overwhelming majority of law students both at Georgetown and elsewhere enter law school intending to become lawyers. A growing number of our students, however, decide at some point during or after law school that they might want to become a law professor, either after or instead of practicing law, for at least a part of their professional lives. Most of these students or graduates reach this conclusion simply because they enjoyed the law school experience more than they thought they would. They excelled on their law journal, both as a writer and an editor. They enjoyed seminars, and want to do more intensive legal scholarship. They find the classroom experience exciting, and hope to engage it more fully, as a teacher rather than a student. They loved participating in a clinic, and want to create similar experiences for future students. They find law to be an interesting field of study. For whatever reasons, some law students and graduates begin to seriously contemplate the possibility of teaching law at some point in their careers. If you find yourself in this group, then this page, written by Georgetown Law Professor Robin West, is designed for you.
Guide	Entering the Law Teaching Market	The work of a law professor combines research, writing, and teaching, infused with a strong dose of autonomy. For those in clinical teaching it adds the rewards of direct client services. This combination creates a highly appealing mix for many people, including many YLS graduates. In fact, YLS graduates represent a meaningful percentage of all law faculty. This means that YLS alumni are law professors in every conceivable subject at institutions in every area of the globe. In our surveys of our alumni, law professors consistently report a high degree of satisfaction in their work. Yet law teaching is not


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	Video (60 mins)	Paths to Legal Academia	Have you ever thought about becoming a law professor? How do you know if you're well suited for it? What kinds of professorships are available and how does one become a candidate for them? As law schools become more diverse environments, the need for more inclusive law faculties increases as well. Don't count yourself out before you learn more about it. Join the American Constitution Society National and the American Constitution Society's Yale Law School Student Chapter for a conversation about the various paths to legal academia, the bumps along the way to look out for, and what you can do to prepare yourself.
	Book	Unequal Profession: Race and Gender in Legal Academia	Comparing the professional and personal experiences of women of color professors with white women, white men, and men of color faculty from assistant professor through dean emeritus, Unequal Profession explores how the race and gender of individual legal academics affects not only their individual and collective experience, but also legal education as a whole. Drawing on quantitative and qualitative empirical data, Professor of Law Meera E. Deo reveals how race and gender intersect to create profound implications for women of color law faculty members, presenting unique challenges as well as opportunities to improve educational and professional outcomes in legal education. Deo shares the powerful stories of law faculty who find themselves confronting intersectional discrimination and implicit bias in the form of silencing, mansplaining, and the presumption of incompetence, to name a few. Through hiring, teaching, colleague interaction, and tenure and promotion, Deo brings the experiences of diverse faculty to life and proposes a number of mechanisms to increase diversity within legal academia and to improve the experience of all faculty members.
	Podcast	Transitioning from Law Firm Partner to Tenure-Track Academia	Liz Brown was a patent litigation partner at a prominent intellectual property law firm when she took a career after her daughter was born. She used her time off to evaluate what career success meant to her at this new juncture. An invitation to teach one class as an adjunct professor of business law at Bentley University ultimately led to a tenure-track position. In her "free time," Liz also wrote and published her book, 'Life After Law: Finding Work You Love with the J.D. You Have,' and advises other attorneys looking for alternate careers to traditional law practice. The podcast is also available on Apple and Spotify.
	Podcast	The Life of a Law Professor	When you think of a law professor you probably imagine whiteboards, textbooks, and a red pen, but the life of a law professor is often not confined to the classroom. In this episode of the ABA Law Student Podcast, host Caitlin Peterson talks to University of Toledo Professor Benjamin Davis about his experience as a law professor including the process of research, the important experiences he gained through his ABA membership, and what makes his job so fun. He also shares advice to law students about how to foster a relationship with a professor and the advantages of such a relationship.
			relationship.
	Video (53 mins)	So You Want to Become a Law Professor?	UVA Law professors and members of the Academic Placement Committee Kimberly J. Robinson and Richard C. Schragger discuss careers in teaching law and answer questions about the path to becoming a law professor.
	Site	The Association of American Law Schools: Advancing Excellence in Legal Education	Founded in 1900, the mission of the Association of American Law (AALS) is to uphold and advance excellence in legal education. In support of this mission, AALS promotes the core values of excellence in teaching and scholarship, academic freedom, and diversity, including diversity of backgrounds and viewpoints, while seeking to improve the legal profession, to foster justice, and to serve its many communities—local, national and international. AALS serves as a voice on behalf of legal education. The association's website features the latest news and issues related to legal education and showcases outstanding faculty and innovative programs at AALS member schools. AALS also connects the legal community and public on Facebook, LinkedIn, Twitter, and YouTube.
	Podcast	The Legal Academy	The Legal Academy is a show about law professors hosted by Professor Orin Kerr of the University of California, Berkeley Law School. It covers legal scholarship, the hiring market, teaching, and everything else that law professors care about. Every week features an interview with a leading law professor. The podcast is available on YouTube, Apple, and Spotify.
	Podcast	The History of Women Law School Professors	In the latest episode of The Jabot, Kathryn Rubino interviews Patricia Cain, the editor of Paving the Way: The First American Women Law Professors. The book, written by Herma Hill Kay, details the lives of the first 14 female law professors. Patricia also discuss the twists and turns of her life and career: from going to law school, being part of a circus troupe, to starting a career in the legal academia. Patricia highlights her experiences not only as a teacher but also her experiences in law school. She also shares the best lessons she learned, especially for those who want to start a life in legal academia.
+ Federal Government			
Federal Government			
	Type of Resource	Resource	Description
	Article	How to Get an Attorney Job with the Federal Government	
	Website	Careers in Federal Government	As PSJD notes, at first glance, seeking and applying for federal jobs can be quite overwhelming. The site offers resources to help you find a federal government position, titles and terminology for federal hiring and security clearances and citizenship requirements. PSJD is also a great resource for finding federal government jobs, applying for jobs, resume writing, narrative statements, and understanding changes to the federal hiring process.


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PowerPoint	Finding and Applying for Jobs in the Federal Government	Check out "Finding and Applying for Jobs in the Federal Government," a PowerPoint presentation by the United States Office of Personnel Management. Alternatively, you can view the PowerPoint's author deliver a presentation at Georgetown Law at https://player.vimeo.com/video/139591230 .
Video	Administrative Law Job Opportunities for Young Lawyers	Learn from the ABA Administrative Law Section about opportunities for lawyers to find administrative law jobs with the federal government. Panelists discuss how to find job openings, how to tailor your application to a job opening, and how to best present yourself in an interview. The panel focuses on young lawyers and recent graduates but is applicable to attorneys of all experience levels. Panelists include Sonya Y. Pass, Consumer Financial Protection Bureau, Senior Legal Counsel to the General Counsel and Sam Wice, U.S. Securities and Exchange Commission, Special Counsel.
Book	Landing a Federal Legal Job: Finding Success in the U.S. Government Job Market	This book, written by lawyer Richard L. Hermann, is designed to give you the edge in pursuing a U.S. government attorney or law-related position over your competitors, but also to provide a solid understanding of the U.S. government's legal employment opportunities and hiring processes so that you can make an intelligent decision about whether you want to work for—and where you want to work within—this giant legal system.
Website	Career Guide: Legal	This site provides a listing of the top agencies with legal employees.
Website	Federal Government Careers	Berkeley Law offers both general and agency-specific resources on federal government careers.
Website	Government Careers	The Lewis & Clark Law School put together its own "How to Get a Federal Attorney Position" guide and also offers federal government resources.
Podcast	Fed Access	From how to win government jobs and contracts, to effectively managing your government career, learning about interesting federal agencies, workers and jobs, and best utilizing government services, host Derrick Dortch explores the world of federal government and provides you the access needed to succeed.
Podcast	Public Service Careers- Careers in Federal Government	Throughout the academic year, the Rappaport Center for Law and Public Service offers a wide spectrum of career development programs and informational sessions relating to public service. Programs have included Careers in Government, Applying for Federal Government Jobs, Becoming a Prosecutor, How to Have a Successful Summer, Federal Loan Forgiveness, Department of Justice Information Session, and Charting Your Public Service Career.
Digital Magazine	GovExec	Government Executive is government's business news daily and the premier digital destination for senior leaders in the federal government's departments and agencies. Its readers are the high-ranking civilian and military officials who are responsible for defending the nation and carrying out the laws that define the government's role in our economy and society.

Sample page: WBA Career Conversations

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Career Toolkit: WBA Career Conversations

The WBA is pleased to launch "WBA Career Conversations" as an added member benefit. These are 5-minute video interviews with WBA members and past presidents, industry experts, and leaders in the legal community, who present valuable insight on a range of career topics and practice areas.

Interview Title	Interviewee	Description
How to Build Your Personal Board of Directors	Anne Collier, 2021-2022 WBA Board of Directors Member	Sit down with Debra Friedmann, Co-Chair of the WBA's Career Development and Mentoring Committee, as she discusses one of our favorite topics (mentorship!) with WBA Board of Directors member and leadership coach, Anne Collier. Anne describes the roles of a mentor and mentee, shares strategies for finding mentors and being an effective mentee, and chats about the importance of having several mentors. Learn ways to make your mentor's life easy (e.g., suggest a chat over a commute!) and tricks for surviving the mentoring marathon.
Get Clear About Your Passion: Making Career Changes	Candace Beck, 2021-2022 WBA President-Elect	What makes you happiest? Where will you feel the most grounded? Hear WBA President-Elect Candace Beck offer guidance and reassurance to those who have not yet found career satisfaction. Enjoy listening to WBA Social Media Co-Chair Sameena Kluck connect with Candace as she shares what she learned during her major career changes, challenges and fears she faced and overcame, and skills and attributes she gained along the way.
Making the Most of Live Events	Sameena Kluck, WBA Social Media Committee Co-Chair, 2021-2022	Join WBA Board Secretary Rachel Davakis as she asks WBA Social Media Co-Chair Sameena Kluck to reveal her secrets on making the most of in-person events. Sameena shares five tips for event prep, her priorities while at an event, and advice for structuring a post-event plan. Learn how Sameena uses her phone to her advantage by creating a "Mini Facebook," utilizing her LinkedIn QR code, and more!








WBA Career Toolkit Recording with Candace Beck


Unlisted

19 views • Feb 14, 2022

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8 subscribers

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WBA CareerToolkit Recording Sameena Kluck

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32 views • Nov 24, 2021

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Advice for Replicating the Program

- The WBADC established a Career Toolkit Committee, which consists of approximately five to ten volunteers, including several Board of Director liaisons and committee co-chairs.
- The committee initially held two to three brainstorming sessions to discuss the vision for the Toolkit—including objectives, target audience, format, content, resource categories, resource types, interface, functionality, navigation, and design.
- The committee then developed a live master list of resources via Google Sheets. The list enables committee members to collaborate, work simultaneously, and view changes as they are made. It also ensures that the committee is not duplicating resources and efforts. The master list consists of one Google “sheet” per Toolkit category, and each sheet contains a table of resources that fall under a particular category. Individual resources are listed in rows. In the columns, the committee keeps track of the type of resource (e.g., article, podcast, webinar), the name of the resource, the link to the resource, and a description of the resource.
- The committee created Toolkit categories, several of which also consist of sub-categories.
- Over a period three to four months, the committee worked to locate, vet, and categorize resources in the master list. The committee aims to offer a wide variety of Toolkit categories and resource types, while ensuring that each resource is credible and effective.
- The WBADC designed a Career Toolkit logo and description and posted the Toolkit on a dedicated page of the WBADC’s website (<https://wbadc.org/career-toolkit-members-only/>). The WBADC constructed both a public page, which displays the Toolkit, and a members-only page, which grants access to the Toolkit.
- The Career Toolkit Committee regularly updates the Toolkit to ensure that it remains an evolving and current resource.
- The WBADC has hosted career-related events, panel discussions, workshops, and business hours, such as (1) Effective Legal Writing: The Big Picture; (2) WBA Coach’s Chat: Positive Approaches to Bullying and Other Difficult Situations, and (3) Overcome Negative Career Experiences and Thrive in 2022! These programs are typically recorded and uploaded into the Toolkit for member viewing. The WBADC is also working to collaborate with other organizations to develop career-related programming.