

CAREER TRAINING SERVICES

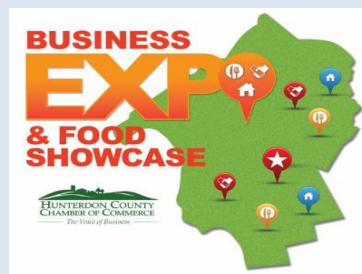
ONE STOP OPERATOR'S REPORT

Program Year 2019

November 1, 2019 – November 30, 2019



*Greater Raritan One Stop
Making Community Connections*



On November 7th, One Stop Direct Services Coordinator Chris Peake partnered with Aubrey Flanagan from the GRWDB at the 31st Annual Business Expo and Food Showcase in Flemington. This venue always provides us with the opportunity to connect with local business and industry and share information with job seekers on the myriad of free services offered through our office!

Please let us know if you have a community event that you would like us to attend !

STAYING INVOLVED....STAYING INFORMED

NOVEMBER IS A SHORT MONTH WITH THE THANKSGIVING HOLIDAY, BUT THAT DID NOT SLOW DOWN THE ONE STOP STAFF, WHO ATTENDED A NUMBER OF MEETINGS AND SYMPOSIUMS AND IN THE LOCAL AREA AS WELL AS THROUGHOUT THE STATE!

- ✚ **NOVEMBER 4TH:** GRWDB DISABILITIES COMMITTEE MEETING
GSETA OPERATIONS COMMITTEE MEETING
- ✚ **NOVEMBER 6TH:** GRWDB EXECUTIVE COMMITTEE MEETING
- ✚ **NOVEMBER 13TH:** GSETA BOARD MEETING
TRADES AND APPRENTICESHIP ROUNDTABLE
WIOA CASE CONFERENCE MEETING
- ✚ **NOVEMBER 14TH:** YOUTH HEALTHCARE APPRENTICESHIP SYMPOSIUM
- ✚ **NOVEMBER 15TH:** BRIDGES YOUTH GRANT OPPORTUNITY MEETING
NORTH JERSEY PARTNERS MEETING
WIOA YOUTH MEETING
- ✚ **NOVEMBER 20TH:** BRIDGES YOUTH GRANT OPPORTUNITY MEETING, PART II
WFNJ CASE CONFERENCE
- ✚ **NOVEMBER 21ST:** MOU/IFA TECHNICAL ASSISTANCE
- ✚ **NOVEMBER 22ND:** ONE STOP STAFF MEETING



Chris Peake from the One Stop pictured above next to NJDOL Commissioner Robert Asaro-Angelo at the Trades and Apprenticeship Roundtable on November 13th.

DEDICATION. (dedi' kāSHən)

(n.) the quality of being dedicated or committed to a task or purpose.

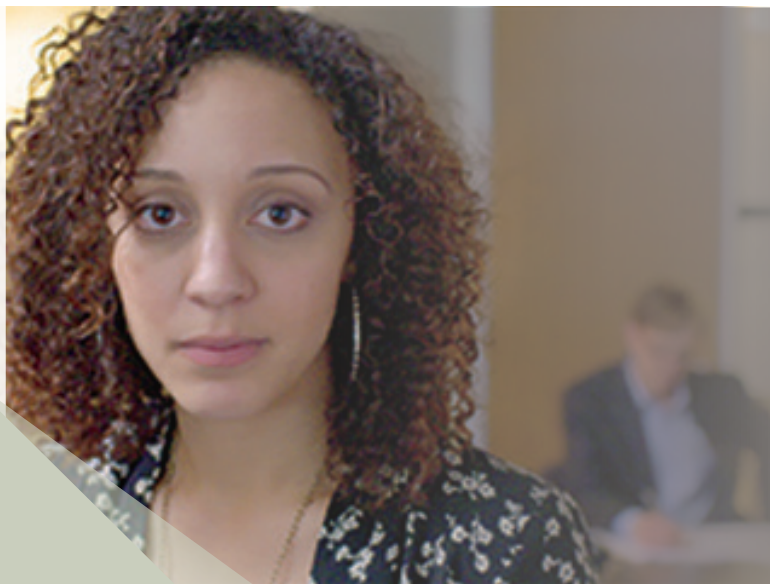
COLLABORATION. (kə'labə'rāSHən)

(n.) the action of working with someone to produce or create something

PROGRESS. (prō'gres)

(n.) forward or onward movement toward a destination.

Defeating Unconscious Bias: 5 Strategies



“Human beings are poor examiners, subject to superstition, bias, prejudice, and a PROFOUND tendency to see what they want to see rather than what is really there.”
– Scott Peck

DATE: Tuesday,
November 5th, 2019

TIME: 7:00 pm – 9:00 pm

PLACE: Jewish Family Services
of Somerset, Hunterdon
and Warren County
150-A West High Street
Somerville, NJ 08878

*Space is limited!
To reserve your seat,
please call or email:*

Elise Prezant
(908) 725-7799 Ext. 108
eprezant@jewishfamilysvc.org

Let's face it, everybody has some unconscious bias. This is not in the context of talking about a preference for Mexican food or an inclination toward the color blue. The focus here is on those inflexible beliefs about whole categories of people that keep us from seeing others accurately, from making fair and appropriate decisions, and from building the kind of harmonious relationships that make our lives more successful.

Clearly, biases are bad news. On the other hand, the good news is that biases do not make us bad people. Human nature is to lump people into categories. Because of this predisposition, we are vulnerable to unconsciously believing the messages that bombard us from family, media, experience, and society as a whole. But we are not stuck with our unconscious biases; we can defeat them.

The “Defeating Unconscious Bias” workshop is designed to address the hidden biases that can affect hiring, team building and challenges the ability to create inclusivity in both professional and personal settings. A 14 minute video accompanies this training offering 5 simple, actionable, and memorable strategies to enhance workplace productivity and innovation by addressing bias. The authenticity and diversity of the scenarios utilized keeps participants attention, and the solutions suggested support change without blame.

***This program is being offered in partnership with the
Greater Raritan One-Stop Career Center.***



WORKFORCE WEDNESDAYS

FREE JOB READINESS TRAINING



**Presented by Jan Goodman,
Community Outreach Specialist,
Greater Raritan One Stop Career Center**

**OCTOBER 23 @ 1:30PM:
MASTERING THE JOB INTERVIEW**

**NOVEMBER 20 @ 1:30PM:
BUSINESS ETIQUETTE FOR JOB
SEEKERS**



Somerset County Library System of New Jersey

MANVILLE LIBRARY BRANCH

REGISTER AT 908.458.8425, OR SCLSNJ.ORG



DON'T PANIC!

A Recipe for Success in Times of Stress

Monday,
November 25th, 2019

9:30am – 12:00pm

Employment Services
75 Veterans Memorial Drive
Somerville, NJ 08876

- Do you ever feel like you're having a panic attack?
- Stressed in your current unemployment situation and out of control?
- Why do you think people panic when facing a challenging or frightening situation?
- Why is it important to step back when you're in the middle of a stressful situation?
- How does seeing yourself as a lifelong learner and insisting on learning from your mistakes and crises add value to all your life's experiences?

There are many ways to physically and mentally reduce the negative effects of stress. Learn from top experts in the fields of: consulting, education, public safety, government, and author of *"The Time Between Dreams: Successfully Navigating Change and Uncertainty in Life and Work."*

Seats are limited! Reserve your seat today by calling Rick Peterson at (908) 704-3000



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Greater Raritan One-Stop Career Training Services

27 Warren Street, 2nd Floor
Somerville, NJ 08876-1262
(908) 541-5780

Hunterdon County Dept. of Human Services

8 Gaunt Place, Conference Room
Flemington, NJ



The Multi-Generational Workplace

Monday, Dec. 9th, 2019

9:30am – 12:00pm

Employment Services
75 Veterans Memorial Drive
Somerville, NJ

Presenter:
Jan Goodman
Community Outreach Specialist
Greater Raritan One-Stop
Career Services

There are currently five generations in the workforce, and employers faced with mass retirements of Baby Boomers are looking for ways to prepare for the changes that will result. This course examines the history and reality of the generation gap.

This course explores whether defining the actual limits of each generation is most important, or whether the merits of people within the context of employment is the bigger issue. Understanding others helps us to understand ourselves and to manage the people that we work with. We will explore problems, solutions, and strategies to help overcome issues of the generation gap.

What You Will Cover:

- History in brief
- Finding common ground
- Silents, Boomers, Xers, Ys, and Millennials
- Recruiting that bridges the gap
- Pre-assignment review
- Solutions
- The value of planning
- Holding on for the good times
- Developing targeted retention strategies
- What we really want

How You Will Benefit:

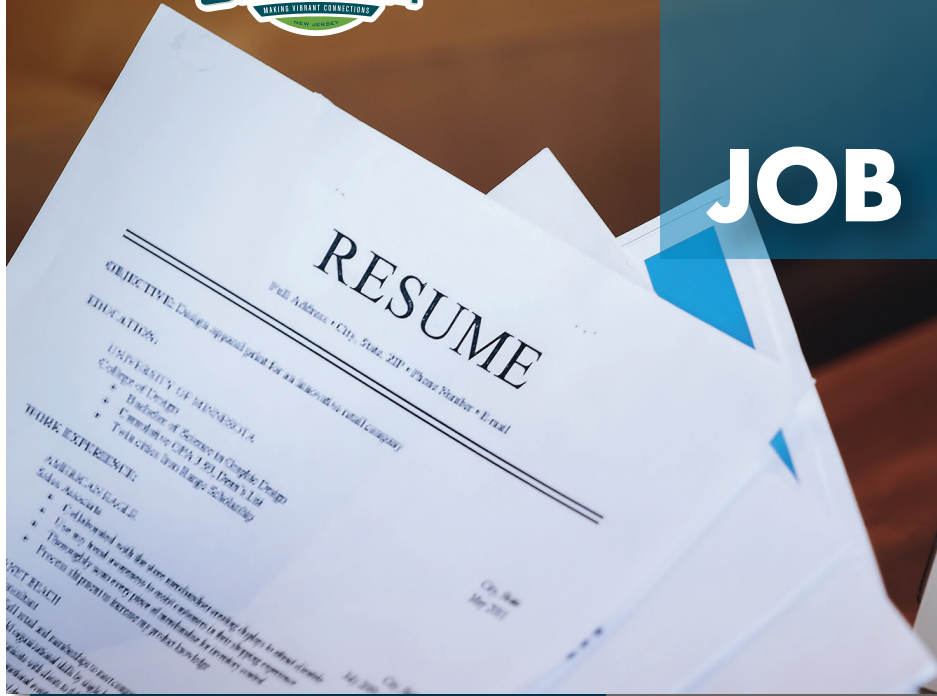
- Develop our understanding of where the generations gap issue surfaces, and the impact it has on the modern workforce.
- Understand and apply language that is specific to each generation currently in the workplace.
- Explore organization strategies that overcome gap issues.
- Evaluate the need and effectiveness of recruiting, retention, and succession plans in context of the generation gap.

Seats are limited, therefore pre-registration is required.

Call **908-704-3000** to register.



Creating a **DYNAMIC JOB PORTFOLIO**



**Wednesday
December 18th, 2019**

1:30pm – 3:30pm

**Manville Public Library
100 S. 10th Ave.
Manville, NJ 08845**

**Guest Speaker:
Jan Goodman
Community Outreach Specialist/
Career Coach**

The job market continues to change, as does the way we look for work. This Workshop examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview.

What You Will Cover:

- Who are you?
- Writing the resume
- Creating a noticeable package
- Cover letters
- Getting into the flow
- Personal branding
- Refining and perfecting
- Transferable skills
- Getting to a new job
- Goal setting
- LinkedIn

How You Will Benefit:

- Learn how clients need to brand themselves using descriptive language.
- Explore the new normal for essential elements of cover letters and resumes.
- Learn the components of a customized portfolio.
- Design a personalized portfolio.
- Help clients develop a plan to move them to a new job.

Visit: <https://www.sclibnj.org>

Seats are limited, therefore pre-registration is required.
Call **Jennifer Sullivan at (908) 458-8425** to register.



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This program is in partnership with:

**The Greater Raritan One-Stop Career Center Training Services
and the
The Greater Raritan Workforce Development Board (GRWDB)**



Mastering the **INTERVIEW**

Wednesday
January 22nd, 2020

1:30pm – 3:30pm

Manville Public Library
100 S. 10th Ave.
Manville, NJ 08845

Guest Speaker:
Jan Goodman
Community Outreach Specialist/
Career Coach

The interview is one of the key elements of the job search process. As with any skill, we can get better at it with preparation and practice. In this workshop, participants will explore how to prepare for an interview and become familiar with the types of questions to expect, as well as the questions they should think about asking. They will learn how to prepare for second interviews, testing, and shadowing, as well as how to follow up on their interview sessions.

Topics Discussed:

- Understanding the Interview
- Types of Questions
- Preparation
- Stress Interviews
- Following up the Interview
- Common Problems and Solutions
- Phase Two (after the interview)
- Trick Questions
- Sealing the Deal
- Getting What You're Worth

How You Will Benefit:

- Understand the different types of interview questions and how to prepare to answer them.
- Learn the most effective ways to prepare for an interview, including how to present yourself professionally.
- Develop expertise at expressing yourself effectively.
- Know how to ask for feedback following an interview.
- Learn how to answer the toughest interview questions.



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