

# CAREER TRAINING SERVICES

## ONE STOP OPERATOR'S REPORT

Program Year 2019

April 1, 2020 – April 30, 2020

### On the Wings of Victory

As we sit in our homes working from our kitchen tables, living room coffee tables and basement stack of boxes, we are all still in the process of living the experiences of COVID-19 that will one day become our stories of determination, perseverance and triumphs both big and small. The new job seeker laid off from a local restaurant now employed full time at UPS the previously unemployed worker now attending full time on-line training; the frustrated Unemployment Insurance applicant who was able to begin collecting benefits after receiving support and guidance on the process; the Zoom workshop participant who has learned about all of the free services that we can offer to those looking for employment. While some days are more challenging than others, keeping ourselves focused on the positives offers us the opportunity to feel energized and catapults us to a place of productivity and puissance. Day in and day out, we are achieving victories that when taken together will be woven into the fabric of success that we can hang like a tapestry on the wall, portraying our story of strength, stamina and spirit. We are here for those job seekers in need. Send them our way so that together we can become connected in a shared legend of progress and prosperity.



### Learning is a treasure that will follow its owner everywhere ~ Chinese Proverb

During these trying times, Greater Raritan One Stop staff have not only been able to stay linked with current customers and make connections with new job seekers, but have continued to be proactive in their approach to professional development in order to ensure that services remain both relevant and robust, even while working remotely. Staff learning in April included the following webinars:

- ✚ Tips to Help Consumers Stay Positive and Focus on their Employment Journey Despite COVID-19 (Mental Health Association of NJ)
- ✚ Two by Two: COVID-19 could Impacts on PY19, 20, and 21 WIOA Performance (Futureworks)
- ✚ CASAS Remote Testing Update (CASAS)
- ✚ Workplace Considerations for Vulnerable Populations – Navigation the COVID-19 Crisis (Industrial and Labor Relations, Cornell University)
- ✚ Human Services Academy: Assisting Survivors of Sexual Assault (Zufall Health Center)

#### DEDICATION. (dedi' kāSHən)

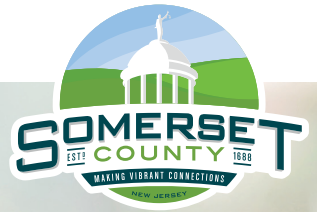
(n.) the quality of being dedicated or committed to a task or purpose.

#### 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.



# Mastering the INTERVIEW

Monday, May 4, 2020  
10:15am – 12:15pm

PSGCNJ  
(Professional Service Group  
of Central NJ)

Guest Speaker: Jan Goodman  
Community Outreach Specialist/  
Career Coach

*This workshop will be held  
remotely via Zoom. To participate,  
you must have Zoom loaded on  
your home-based computers.*

To receive instructions on how  
to access the webinar,  
please email Mary Usher at:  
[m\\_a\\_usher@hotmail.com](mailto:m_a_usher@hotmail.com)

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.

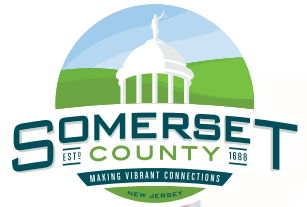
***No registration is required.***

We recognize these are unprecedented times and the job search landscape will be different. Although the situation has changed, PSGCNJ's and the Greater Raritan One-Stop Career Center's mission has not: "To provide job seekers opportunities with encouragement, empowerment, education and inspiration to advance their careers."





# The Art of EFFECTIVE COMMUNICATION



Wednesday, May 6th, 2020  
7:00pm — 9:00pm

Jewish Family Service  
of Somerset, Hunterdon  
and Warren Counties

This meeting has been changed to a  
virtual format via Zoom.  
You must have Zoom loaded on your  
computer to participate.

*"Communication is two-sided – vital  
and profound communication makes  
demands on those who are to receive  
it... demands in the sense of  
concentration of genuine effort to  
receive what is being communicated."*  
– Roger Sessions

## Points of Discussion:

- Self-Assessments
- Looking at different personality types
- Identifying your Myers Briggs Personality Types
- Defining filters
- Encoding, decoding and sending messages
- Culture
- Gender
- Active listening
- Paraphrasing statements
- Nonverbal messages
- Handling conflict
- Being assertive, not aggressive
- Communication preferences
- Communication models

## How You Will Benefit:

- Understand a working definition of communication.
- Review communication models and their key elements.
- Apply Myers Briggs personality assessments to develop effective communication skills.
- Investigate different styles of communicating.
- Learn how tolerance for disagreement affects effective communication.
- Identify common communication filters.
- Learn new tools for effective communication.

**Pre-registration is required to receive Zoom invitation**

Call Elise Prezant at: **(908) 725-7799 Ext. 108**  
or email: **[eprezant@JewishFamilySvc.org](mailto:eprezant@JewishFamilySvc.org)**



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This program is in partnership with the  
Greater Raritan One-Stop Training Center