

CAREER TRAINING SERVICES

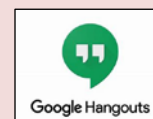
ONE STOP OPERATOR'S REPORT

Program Year 2019

May 1, 2020 – May 31, 2020



Our New Virtual Reality



In the “before times” when we used to hear the term “virtual reality” our minds would quickly shift to an image of ourselves standing tall in the middle of our living room away from any breakable objects, strapping on a pair of dark, black goggles and being transported into world of bright colors and fast moving objects as we wildly swayed from side to side and front to back, using all of our strength to keep ourselves balanced so that we would not fall to the floor as we tried to navigate this alternate universe. We are now living through a period of time where GoTo meetings, Zoom workshops and Google Hangout appointments have significantly revised our vision of what it means to go virtual! In this new reality, we sit in the corner of our living rooms with our laptops, tablets and iPhones secured to a stack of books so they don't crash to the floor and crack; our sunglasses on to hide our I've-been-in-the-house-for-77-days-straight pasty complexions; and our arms frantically waving to keep children, spouses and cats from walking on screen. But this new virtual reality has given us the opportunity to stay grounded and keep our balance. It is through this medium that we can continue to connect with our customers, co-workers and our community partners. In May, our One Stop Community Outreach Specialist, Jan Goodman, provided six virtual workshops that reached 198 people across Hunterdon County and Somerset County. Even in these uncertain times, the One Stop is here to ensure that we can help our customers keep their feet firmly planted on the ground as the world around us continues to quickly shift and transform. We will continue to offer opportunities of support to guide our customers in seeing the bright and vibrant lights as we venture out into the new workforce landscape that is being created before us.



Greater Raritan One Stop is virtually yours!



On May 29th, Program Year 2020 Master Agreements were sent out to all sixty-five of our active training providers. Signing the Master Agreement allows the training provider to contract with our local area to receive WIOA funding to support the training of One Stop customers that qualify for training grants. The new Master Agreement goes into effect at the start of each new program year, beginning on July 1st.

DEDICATION. (dedi' kASHən)

(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

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:

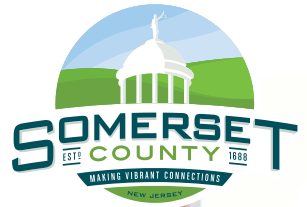
- Understand the different types of interview questions and how to prepare to answer them.
- Learn the most effective ways to prepare for an interview, including how to present yourself professionally.
- Develop expertise at expressing yourself effectively.
- Know how to ask for feedback following an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



A proud partner of the **americanjobcenter** network

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



CAREER WEBINAR: ONE STOP SERVICES FOR JOBSEEKERS IN THE MIDST OF COVID-19

A proud partner of the  **americanjobcenter***network

THE GREATER RARITAN ONE-STOP CAREER CENTER TRAINING SERVICES IS PLEASED TO PRESENT THIS FREE WEBINAR IN PARTNERSHIP WITH THE SOMERSET COUNTY LIBRARY SYSTEM/MANVILLE LOCATION ON: **WEDNESDAY, MAY 13TH, 2020**

TIME 1:30-3:00PM

**SPEAKER: JAN GOODMAN, COMMUNITY OUTREACH SPECIALIST
GREATER RARITAN ONE-STOP CAREER CENTER TRAINING SERVICES
TO ATTEND THE WEBINAR PLEASE USE THE FOLLOWING LINK:**

<https://meet.google.com/bhg-huvi-nbg>

**TIMES OF TRANSITION HOLD BOTH CHALLENGES AND OPPORTUNITIES. WHAT ARE YOUR
OPTIONS IN THE THROES OF COVID-19? HOW CAN YOU LEVERAGE SERVICE OFFERINGS
FROM THE GREATER RARITAN ONE STOP CAREER CENTER AND ACCESS VITAL COMMUNITY
RESOURCES?**

-
- ✓ **DO YOU FEEL LIKE YOU ARE HITTING A BRICK WALL?**
 - ✓ **WHAT ARE THE CURRENT JOB OFFERINGS?**
 - ✓ **ARE THERE OPPORTUNITIES TO EARN NEW CREDENTIALS?**
 - ✓ **IS TEMPORARY EMPLOYMENT AN OPTION?**



CAREER WEBINAR: Creating a **DYNAMIC JOB PORTFOLIO**

RESUME

OBJECTIVE: Design appealing portfolio for an innovative retail company

EDUCATION:

UNIVERSITY OF MICHIGAN
College of Design
• Bachelor of Science in Graphic Design
• Graduated with GPA 3.92 Dean's List
• Total credits from Rutgers Scholarship

WORK EXPERIENCE:

ASSISTANT DESIGNER
• Collaborated with the store merchandise manager to design displays to attract customers
• Designed and executed a variety of promotional materials for the company's products
• Provided support to the marketing department

NOT REACH
• Utilized and implemented a variety of promotional materials to attract customers
• Designed and executed a variety of promotional materials for the company's products
• Provided support to the marketing department

Tuesday, May 26th, 2020
1:30pm – 3:00pm

Host:

North County Branch Library
Hunterdon County Library System

Speaker: Jan Goodman
**Community Outreach Specialist/
Career Coach**
**Greater Raritan One-Stop Career
Center Training Services**



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.

Please note this workshop will be virtual via Webex.

Pre-registration is required.

To register, please use the following link:

<https://bit.ly/3fJNwZm>

or email Dana Neubauer: **dneubauer@hclibrary.us**

This program is in partnership with:

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

A proud partner of the **americanjobcenter** network





CAREER WEBINAR: **ONE STOP SERVICES** *for* **JOBSEEKERS** *in the midst of* **COVID-19**



Wednesday
May 27th, 2020
7:00pm – 9:00pm

Speaker: Jan Goodman
Community Outreach Specialist
Greater Raritan
One-Stop Career Center
Training Services

This workshop will be delivered in a
Zoom virtual format.
You must have Zoom loaded on your
computer to participate.

The Greater Raritan One-Stop Career Center Training Services is pleased to present this program in collaboration with Jewish Family Services of Somerset, Hunterdon and Warren Counties.

How You Will Benefit:

Times of transition hold both challenges and opportunities. What are your options in the throes of **COVID-19**? How can you leverage service offerings from the Greater Raritan One-Stop Career Center and access vital community resources?

Points of Discussion:

- Do you feel like you are hitting a brick wall?
- What are the current job offerings?
- Are there opportunities to earn new credentials?
- Is temporary employment an option?

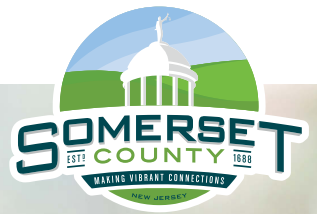
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Zoom invitation**

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



A proud partner of the [americanjobcenter](https://www.americanjobcenter.org/) network

Co-sponsored with the
Greater Raritan One-Stop Career Center Services



Mastering the INTERVIEW

Tuesday, June 9, 2020

7:30pm – 9:00pm

Career Forum

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 access the webinar, use:

Meeting ID: 525 732 848

Passcode: 650668

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
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- Common problems and solutions
- Phase Two (after the interview)
- Trick questions
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- Getting what you're worth

How You Will Benefit:

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- 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.

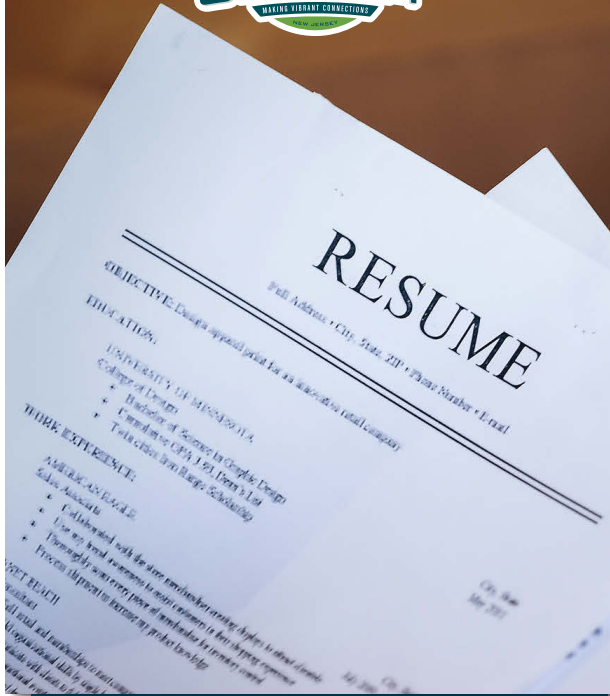
No registration is required.

We recognize these are unprecedented times and the job search landscape will be different. Although the situation has changed, Career Forums'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."*





CAREER WEBINAR: Creating a **DYNAMIC JOB PORTFOLIO**



Wednesday, June 10th, 2020

7:00pm – 8:30pm

**Host:
Somerset County
Library System**

**Speaker: Jan Goodman
Community Outreach Specialist/
Career Coach
Greater Raritan One-Stop Career
Center Training Services**



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.

***Please note this workshop will be virtual via Webex.
Pre-registration is required.***

To register, please use the following link:
<https://sclsnj.libnet.info/event/4332957>
or email Manuela Miracle, Adult Services Dept. Supervisor:
mmiracle@scilibnj.org

This program is in partnership with:

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

