

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2019

August 1, 2019 – August 31, 2019

GREATER RARITAN ONE STOP REACHING OUT IN THE COMMUNITY

August may be known for its lazy days of summer, but there was no sign of rest for the Greater Raritan One Stop, whose staff spent time reaching out and spreading the word in Hunterdon County and in Somerset County about all the free services we have to offer job seekers and employers!



Mike Rodriguez from the Greater Raritan One Stop was ready to answer job seeker and employer questions at the Somerset County 4H Fair held August 7th – August 9th.



Susan Rozycki from Hunterdon County Polytech shares information about the YES program at the Hunterdon County 4H Fair, held August 21st – August 25th.

Catch us at the Hunterdon County Business Expo and Food Showcase on November 7, 2019!

If you are hosting or know of any event in the community that would benefit from our presence, please let us know!

NJLWD consultant EDSI facilitated a value stream mapping exercise with Somerset County WFNJ staff from the One Stop, SCBSS and HCESC over two days – August 13th and August 14th. In September, a draft map will be presented back to the group for review before a final document is received by our local area. NJLWD's anticipated outcome of this exercise being piloted in six counties is to identify best practices as well as areas where the provision of services can be streamlined and perhaps standardized. More to come!

The following contracts were approved by Freeholder resolution in August:

YOUTH

- ~Hunterdon County Polytech: Youth Outreach
- ~Middle Earth: Youth Outreach
- ~Middle Earth: Work Based Learning

WFNJ

- ~Hunterdon County ESC: Job Readiness
- ~Hunterdon County DSS: EPDT Assessments
- ~Somerset County BSS: EPDT Assessments

PENDING

- ~Hunterdon County ESC: Workforce Learning Link

DEDICATION. (dedi' kāSHən)

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

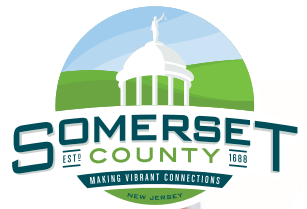
COLLABORATION. (kə'labə'rāSHən)

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

PROGRESS. (prō'gres)

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

The Art of EFFECTIVE COMMUNICATION



Monday, Sept. 16th, 2019

9:30am – 12:00pm

Employment Services
75 Veterans Memorial Drive
Somerville, NJ 08876

"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.



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



Creating a **DYNAMIC JOB PORTFOLIO**



**Wednesday
September 25th, 2019**

7:00pm – 9:00pm

**Bernardsville Public Library
1 Anderson Hill Road
Bernardsville, NJ 07924**

**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.bernardsvillelibrary.org/>
Seats are limited, therefore pre-registration is required.
Call **908-766-0118** or **908-766-6630** to register.

This program is in partnership with:

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



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Mastering the **INTERVIEW**

Wednesday
October 30th, 2019
7:00pm — 9:00pm

Bernardsville Public Library
1 Anderson Hill Road
Bernardsville, NJ 07924

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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