

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2019

June 1, 2020 – June 30, 2020



Spotlight on Success

Success is never accidental – Jack Dorsey

We had a lot going on before all of this started going on! As Program Year 2019 comes to a close, we would like to share with you one of our stories of success.

Ben came to the Youth Employment Services (YES) program as a high school drop with no clear picture of what his next steps would be in his career journey. Being young and impulsive, when we first met with Ben, all he wanted to do was buy a plane ticket to fly out to Colorado and start a new life there. While we appreciated his enthusiasm for a fresh start in a new place, we wanted to ensure that he had a realistic and solid plan in place instead of moving across the country without a focus and without a reliable source of income. We wanted to ensure his success, as we could see he had the determination and the drive needed to be successful in a brand-new environment.

In initial conversations with Ben, he revealed that he had an interest in working in film production, as he had been involved in a film club while still enrolled in high school. After spending some time with Ben, we were able to get him to recognize the value in obtaining his high school equivalency and its importance as a good first step towards eventually enrolling in film school. Ben enrolled in the Workfirst Learning Link and after several months of classes and steadfast commitment and dedication, he proudly walked away with a high school equivalency diploma.

With this major goal achieved, Ben was referred to the Visions program at Middle Earth. It was here that he not only learned soft skills that would give him a foundation for future employment but where he also earned a certification in Apple Final Cut Pro that would serve as a first step on his career journey. While in the Visions program, Ben had the opportunity to do an internship that allowed him to work on video marketing material. This solidified his resolve to go to film school where he could pursue his passion.

The YES program continued to work closely with Ben to support him through his application process to the school of his dreams in Colorado. Ben was overjoyed when he was accepted and together, we began to plan for his move out of state. He lined up part time employment that would sustain him while he attended school. He now had all the pieces in place and when he finally boarded the plane to Colorado, we were confident that he was on solid footing and would hit the ground running when he landed.

The YES program continues to follow up with Ben, who has found a new home with his peers in film school. He has also made strong connections through his part time employment that will serve him well into the future. Ben continues to thank the YES program for providing the patience, support and guidance he so desperately needed after withdrawing from high school. We know that great things lie ahead for Ben and we hope to one day see his name in the credits scroll across the silver screen!

The month of June was spent planning with Human Services and coordinating with the County on a plan for a safe return to the office for both staff and our customers. Beginning on July 13th, One Stop staff will be returning to the office on a staggered schedule through the end of August to allow for appropriate social distancing requirements. While County offices will at first remain closed to the public, the One Stop will continue to provide all of its services remotely, as it has successfully done since stay-at-home orders were issued by the State back in March.

As our new work environment continues to evolve, updates on our plan will be provided to the GRWDB.

The One Stop staff is looking forward to returning to the office in July!

DEDICATION. (dedi' kāSHən)

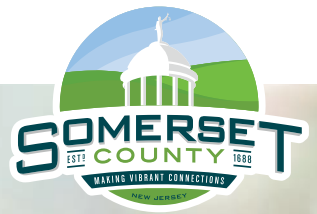
(n.) the quality of being dedicated or committed to a task or purpose.

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

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
- 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, 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**



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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:

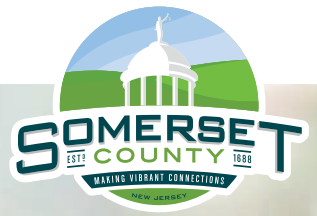
- Learn how clients need to brand themselves using descriptive language.
- Explore the new normal for essential elements of cover letters and resumes.
- Learn the components of a customized portfolio.
- Design a personalized portfolio.
- Help clients develop a plan to move them to a new job.

***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@sclibnj.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)**



Mastering the INTERVIEW

Tuesday, June 23rd, 2020

10:00am – 11:30am

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

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Please note this workshop will be virtual via Webex.

Pre-registration is required.

To register, please use the following link:

<https://bit.ly/3h6RLPp>

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



THE GREATER RARITAN ONE-STOP CAREER CENTER TRAINING SERVICES

is pleased to present



HOW TO THRIVE DURING TRANSITION AND CHANGE



Times of transition hold both challenges and opportunities.
What are you really committed to in this moment?

Tony Robbins once said, *"Quality questions create a quality life."*

- Is your behavior consistent with what you are committed to?
- Are you present and engaged in your own life?
- Are you satisfied with your choices?
- Would you like to make better choices in the future?

Our life is made up of decisions. When we ask the right questions it heightens our awareness and allows us to see more clearly. The strategies and philosophies that will be presented in this workshop provide attendees with tools that self-empower. The workshop is designed to help you achieve your personal best both professionally and personally. It's a point of view that is based on choice. Self-empowerment feeds our unconscious mind to make conscious choices that allow us to be successful.

***Please note this workshop will be virtual
via Google Hangouts.***

To register, please go this link:
<https://sclsnj.libnet.info/event/4399788>

On the day of the webinar,
please use this link to join our virtual program:
<https://meet.google.com/vwg-ifxz-irk>

Greater Raritan One-Stop Career Center Training Services

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**Wednesday
July 29th, 2020
7:00pm – 9:00pm**

**Somerset County
Library System**
Manville location

**SPEAKER:
Jan Goodman**

Community Outreach Specialist/
Career Coach
Greater Raritan One-Stop
Career Center Training Services





Mastering the INTERVIEW

**Monday
August 17th, 2020
7:00pm – 9:00pm**

Host:
**Somerset County
Library System**
Manville location

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

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Please note this is a virtual workshop via Google Hangouts.

To register, please use the following link:
<https://sclsnj.libnet.info/event/4405505>

Please use this link to access the webinar:
<https://meet.google.com/hjg-mfnx-sof>

