

# CAREER TRAINING SERVICES

## ONE STOP OPERATOR'S REPORT

Program Year 2020

July 1, 2020 – July 31, 2020

### Welcome Back, Welcome Back, Welcome Back!

Most of us remember the well-known sitcom from the 1970's...Welcome Back Kotter. Mr. Kotter was once a student at Buchanan High School who never thought he would return to his alma mater until he found himself teaching in the classroom where he once was a student. He found that he loved being back and could not wait to work with his students to make sure they were on the right track. At times during this pandemic, we also felt like we might never be back on-site, but were absolutely elated when we could finally step back into our building as a team. On July 13<sup>th</sup>, after nearly four months of working to serve customers 100% remotely, the Greater Raritan One Stop Career Services staff returned to the office, working on a staggered schedule that allows for appropriate social distancing. While our offices are not yet open to the public, all services continue to be provided via phone, e-mail and Zoom to those looking for guidance and support as they continue on their career journey. This staggered work schedule will remain in place until the end of August, when it will be re-evaluated based on the prevailing health guidelines from the Department of Health and CDC along with direction from the County of Somerset. The feedback from both staff and customers on this service model has been positive, allowing for the well-being and safety of our customers and staff, while still providing high quality services to those in need. Our staff can be reached at 908-541-5780 or [onestop@co.somerset.nj.us](mailto:onestop@co.somerset.nj.us) with any questions. We are glad to be back at the One Stop, our home away from home – where, as the Welcome Back Kotter theme song tells us, “our dreams have remained.”

Greater Raritan One Stop has prepared PY19 contract extensions for the period of 7/1/20 – 9/30/20 for all our contracted programming so that direct services could continue while we were waiting for our PY20 WIOA and WLL allocations and while we continue to wait for our WFNJ allocations:

- ✚ Middle Earth: Youth Outreach
- ✚ HC Polytech: Youth Outreach
- ✚ Middle Earth: Work Based Learning
- ✚ Workforce Learning Link
- ✚ SCBSS: Work Readiness Assessments
- ✚ HCDSS: Work Readiness Assessments
- ✚ HCESC: WFNJ Employment and Training
- ✚ goHUnterdon: Transportation
- ✚ Ridewise: Transportation

GREATER RARITAN ONE STOP HAS BEEN PREPARING FOR AN ON-SITE VISIT BY NJDOL PROGRAM MONITORS WHO WILL BE CONDUCTING A REVIEW THE WEEK OF AUGUST 10<sup>TH</sup>. NJDOL HAS SENT A LIST OF FILES TO BE PULLED THAT WILL BE REVIEWED TO ENSURE THAT ALL PROPER ELIGIBILITY DOCUMENTATION HAS BEEN SECURED, SAVED AND DOCUMENTED IN THE FILE AND IN AOSOS, THE STATE'S DATA COLLECTION SYSTEM.

**HAPPY  
NEW  
(program)  
YEAR**

#### DEDICATION. (dedi'kāSHən)

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

#### COLLABORATION. (kə'ləbə'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 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**

A proud partner of the **americanjobcenter** network

**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

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.

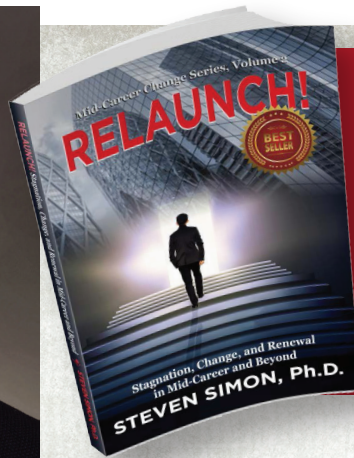
**Please note this is a virtual workshop via Google Hangouts.**

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>







# RELAUNCH!

## A New Perspective on Finding Meaningful Work in Challenging Times

Sponsored by the  
**Greater Raritan One-Stop Career Center**  
in collaboration with the **New Start Career Network**  
a program of the **John J. Heldrich Center for Workforce Development at Rutgers University**



HELDRICH  
CENTER  
FOR WORKFORCE  
DEVELOPMENT

- Are you one of the long-term unemployed searching for answers on how to enter a new career field or regain meaningful employment?
- Are you a professional career counselor, career coach, mental health counselor or life coach providing support for job seekers?
- Are you feeling unsatisfied with your current job and want to feel more passionate about your work for the rest of your career?

**If you meet any of these criteria, this webinar is for you!**

Steven Simon, Ph.D., President/CEO Human Services Outcomes Inc. and renowned author of the book *RELAUNCH! Stagnation, Change, and Renewal in Mid-Career and Beyond* will be the featured speaker. Dr. Simon will deliver a message of hope and action for finding job fulfillment for the rest of one's career, even if currently unemployed and dealing with COVID-19, or stuck in an unfulfilling job. He will discuss lessons learned about the major career challenges of those in mid and late career and how to manage them. He will then present a simple model for making job changes over a career that can keep one in the "sweet spot" of feeling passion for and meaning about one's work.

Relaunch serves as a self-help guide to making life enhancing changes and adjustments. Dr. Simon's message is critical to jobseekers, counselors and career/life coaches. Maturing professionals can gain motivation and creativity in making the career changes that are necessary to find ongoing passion and meaningful work. Practitioners working in the employment field will also gain from Dr. Simon's vast experience in academia, career counseling, career development and rehabilitation counseling.

**September 23rd, 2020**

**2:00pm – 3:30pm**

*Please note this is a virtual workshop via Zoom.*

**Pre-registration is required.**

To register, please use this link:

**<https://conta.cc/3ePy3VS>**

### About Dr. Simon:

Dr. Simon is a career consultant, and President/CEO of Human Services Outcomes, Inc. His credentials include a Ph.D. in Counselor Education from Kent State University, and a Master's in Rehabilitation Counseling from the University of Florida. He has vast experience in career counseling, as a supervisory psychologist and in business leadership, with a specialization in career and job issues. Dr. Simon has served as an adjunct graduate school faculty member at Kent State University, The Ohio State University, DePaul University and the University of South Florida.

He is a licensed counselor in several states, a Certified Career Counselor, a Certified Rehabilitation Counselor, and a Board Certified-TeleMental Health Provider (BC-TMH). Affiliations include the National Career Development Association, American Counseling Association, and American Psychological Association.