

# CAREER TRAINING SERVICES

## ONE STOP OPERATOR'S REPORT

Program Year 2020

November 1, 2020 – November 30, 2020



As the workforce landscape continues to evolve, so does the needs of our job seekers. As a customer-centric human services organization, the One Stop takes cues from observing trends and adapts its service model to address the needs of those who walk through our doors – even when those doors are virtual! During the fall, we have seen a marked increase in requests from job seekers for resume review and resume assistance. While these folks present with the requisite education and experience, many have not had to update their resume in five, ten years or even twenty years. In order to start these job seekers on a path to employment, the One Stop has added a workshop that will reoccur on a monthly basis entitled *Creating a Dynamic Job Portfolio*, which focuses on resume development. The first of this virtual series will be held in early December. Anyone who feels that additional support in developing a resume is needed will be scheduled to meet with one of our experienced One Stop counselors. While we have had to revolutionize our service model by moving to a virtual format, our evolution remains a priority as we continue to find new ways of supporting our customers' success.



Mental Health  
Association  
in New Jersey, Inc.

In response to a discussion at the One Stop Partners meeting in October about the health and well-being of our front line workforce staff who have worked tirelessly across our system for the last nine months, the One Stop partnered with the Mental Health Association in New Jersey to bring a two part staff in-service workshop series to our local area. *Wellness and Self-Care During Covid-19* was presented to a group of twenty-two workforce professionals on November 13<sup>th</sup>. The second in this series will be presented on December 18<sup>th</sup> with goal of supporting those who have dedicated themselves to helping others during these uncertain and unprecedented times.

After eleven years of employment with the Greater Raritan One Stop, Elizabeth Tong left her position with the County at the end of October. We wish her well in the next chapter of her life. The Case Manager position was posted, applications were reviewed and candidates were interviewed in November. We look forward to welcoming a new case manager to our One Stop staff before the end of the calendar year.



On November 13<sup>th</sup>, the Greater Raritan One Stop partnered with NJDOL and the GRWDB to send out an e-mail blast to 21,094 current Unemployment Insurance recipients with information about our services. With strategic forethought, the e-mail blast not only included the One Stop's phone number and e-mail address, it also provided links to Greater Raritan SkillUp and to current listing of employment opportunities. The e-mail also encouraged folks to sign up for our weekly text notifications where they can find out about the latest job seeker workshops, hiring events and training opportunities. Since sending out this e-mail blast, we have seen an increase in the number of calls and inquiries to the One Stop as well an increase in subscriptions to our text notification system. Another e-mail blast is scheduled for the week of December 14<sup>th</sup>. We hope to reach as many job seekers as possible to ensure that they have the supports they need to re-engage in the workforce.

**The Franklin Township Public Library System**  
is pleased to present **Workforce Wednesday**  
in collaboration with the  
**Greater Raritan One-Stop Career Center**



# 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.

**Wednesday, Nov 18th, 2020**  
**10:00am – 12:00pm**

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

**Please note this is a virtual workshop via Zoom. Registration is required.**  
A link to the Zoom workshop will be included in your confirmation email.  
Please contact Kerri Sullivan at the following email address: [ksullivan@franklintwp.org](mailto:ksullivan@franklintwp.org)

**Greater Raritan One-Stop Career Center**  
**Training Services**

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

*Includes a comprehensive focus  
on resume writing*

**Wednesday, Dec. 2nd, 2020**

**10:00 am — 12:00 pm**

**Host:  
Greater Raritan One-Stop  
Career Center  
Training Services**

**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 to brand yourself using descriptive language.
- Explore the new normal for essential elements of cover letters and resumes.
- Learn the components of a customized portfolio and how to design one.
- Develop a plan to move you to a new job.

***Please note this workshop will be virtual via Zoom.***

Pre-registration is required.

To register, please email Jan Goodman,  
Community Outreach Specialist at:  
**[jgoodman@co.somerset.nj.us](mailto:jgoodman@co.somerset.nj.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)**





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

*Includes a comprehensive focus  
on resume writing*

**Wednesday, Jan. 6th, 2021**

**10:00 am — 12:00 pm**

**Host:  
Greater Raritan One-Stop  
Career Center  
Training Services**

**Speaker: Jan Goodman  
Community Outreach Specialist/  
Career Coach  
Greater Raritan One-Stop Career  
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**[jgoodman@co.somerset.nj.us](mailto:jgoodman@co.somerset.nj.us)**

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# The Somerset County Public Library System in collaboration with the Greater Raritan One-Stop Career Center



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Friday, Jan 15th, 2021  
10:00am – 12:00pm

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

*Please note this is a virtual  
workshop and registration  
is required.*

To register, go to <https://sclsnj.org>

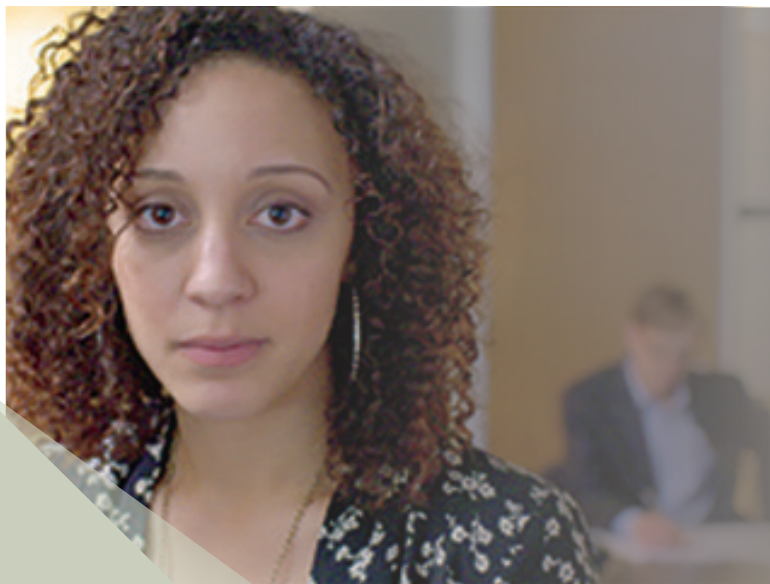
- Go to **Programs and Events**
- Click on **Adults**
- Click on **January 15th** to register

**Greater Raritan One-Stop Career Center  
Training Services**

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# Defeating Unconscious Bias: 5 Strategies



*“Human beings are poor examiners, subject to superstition, bias, prejudice, and a PROFOUND tendency to see what they want to see rather than what is really there.”*  
— Scott Peck

**DATE:** Friday,  
February 5th, 2021

**TIME:** 10:00 am – 12:00 pm

*In collaboration with the  
Somerset County Library System*

**Speaker: Jan Goodman**  
Community Outreach Specialist,  
Greater Raritan One-Stop Career Center

**SC  
LS** NEW JERSEY

**Please note this is a  
virtual workshop.  
Registration is required.**

To register, go to <https://sclsnj.org>

- Go to **Programs and Events**
- Click on **Adults**
- Click on **February 5th** to register

Let's face it, everybody has some unconscious bias. This is not in the context of talking about a preference for Mexican food or an inclination toward the color blue. The focus here is on those inflexible beliefs about whole categories of people that keep us from seeing others accurately, from making fair and appropriate decisions, and from building the kind of harmonious relationships that make our lives more successful.

Clearly, biases are bad news. On the other hand, the good news is that biases do not make us bad people. Human nature is to lump people into categories. Because of this predisposition, we are vulnerable to unconsciously believing the messages that bombard us from family, media, experience, and society as a whole. But we are not stuck with our unconscious biases; we can defeat them.

The “Defeating Unconscious Bias” workshop is designed to address the hidden biases that can affect hiring, team building and challenges the ability to create inclusivity in both professional and personal settings. A 14 minute video accompanies this training offering 5 simple, actionable, and memorable strategies to enhance workplace productivity and innovation by addressing bias. The authenticity and diversity of the scenarios utilized keeps participants attention, and the solutions suggested support change without blame.

***This program is being offered in partnership with the  
Greater Raritan One-Stop Career Center.***







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

*Includes a comprehensive focus  
on resume writing*

**Wednesday, Feb. 10th, 2021**

**10:00 am — 12:00 pm**

**Host:  
Greater Raritan One-Stop  
Career Center  
Training Services**

**Speaker: Jan Goodman  
Community Outreach Specialist/  
Career Coach  
Greater Raritan One-Stop Career  
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## **What You Will Cover:**

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- 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 Zoom.***

Pre-registration is required.

To register, please email Jan Goodman,  
Community Outreach Specialist at:  
**[jgoodman@co.somerset.nj.us](mailto:jgoodman@co.somerset.nj.us)**

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