

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2020

December 1, 2020 – December 31, 2020

Remote Work Environment

After returning to the office five days a week on 10/5/20, the County made a provision allowing for remote work to begin again on 11/19/20 in response to changing needs. While County offices continue to be closed to the public, all One Stop services will continue to be offered in a virtual format. There will be One Stop staff on-site five days a week, working a staggered schedule that allows for work to be conducted from the office as well as from remote locations.

Motivational Interviewing

As a part of our focus on continued staff development, the One Stop staff attended an interactive workshop entitled *A Taste of Motivational Interviewing*, hosted by the Somerset County Human Services Academy on December 16th. Alan Lyme, renowned for his work in addictions, provided a model for addressing ambivalence to behavior change and demonstrated constructive, non-judgmental approaches to talking to folks about change and cultivating empowerment.

One Stop's New Case Manager

On December 14th, we welcomed Yarlane Iezquierdo to the One Stop Family! Laney comes to us with experience working at Oasis Home for Women and Children in Paterson, NJ, where she has been successful in engaging folks who have to overcome significant obstacles on their road to self-sufficiency. Laney is also fluent in Spanish which will further strengthen our provision of services. We are very excited to have her on board! We still have one vacant Case Manager position, which we plan on posting in January. Stay tuned!

No matter how hard
the past, you can always
begin again.

Buddha

Decompress and Destress

In our continuing effort to support our One Stop staff and One Stop Partners as they navigate through the stress of their crisis-focused work over the last 10 months, the second workshop of the two part series on self-care was provided by the Mental Health Association of New Jersey on December 18th. In 2021, we will continue to focus on supporting those who have been on the front lines, giving them tools to sustain their own mental wellness so that they can continue to effectively guide our customers through this evolving and transformative time in our workforce environment.

Voluntary WFNT Services

While mandatory participation in to-work programming has been suspended by the state since the start of the pandemic, we did not want to miss the opportunity to continue to offer services to WFNT customers who were interested in receiving a full menu of learning experiences on a voluntary basis to support their return to workforce, even during these challenging times. The One Stop has been guiding SCBSS, HCDSS and HCESC through this transitional time. HCESC is utilizing a hybrid model of service provision in an effort to be responsive to the varied needs of our WFNT folks, which takes into consideration health and safety as well as technology and childcare needs.

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.

ARE YOU ON TARGET FOR SUCCESS?

Join our free, virtual workshops to prepare for your future.



GOAL SETTING

JOB SEARCH TECHNIQUES

RESUME WRITING

INTERVIEW SKILLS

SUCCESS AT WORK

OPEN TO ANY RESIDENT OF HUNTERDON AND SOMERSET COUNTIES RECEIVING:

Temporary Assistance for Needy Families (TANF)

General Assistance (GA) or

Supplemental Nutrition Assistance Program (SNAP)



For more information, call:

(908) 526-8800 ext. 6747 (Somerset County)
(908) 237-5000 (Hunterdon County)

Or visit us on the web:
bit.ly/3l261dK





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**



A proud partner of the **americanjobcenter** network



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

This program is in partnership with:

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The Greater Raritan Workforce Development Board (GRWDB)**



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

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Wednesday, Jan. 6th, 2021

10:00 am — 12:00 pm

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

**Speaker: Jan Goodman
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The Somerset County Public Library System 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.

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>

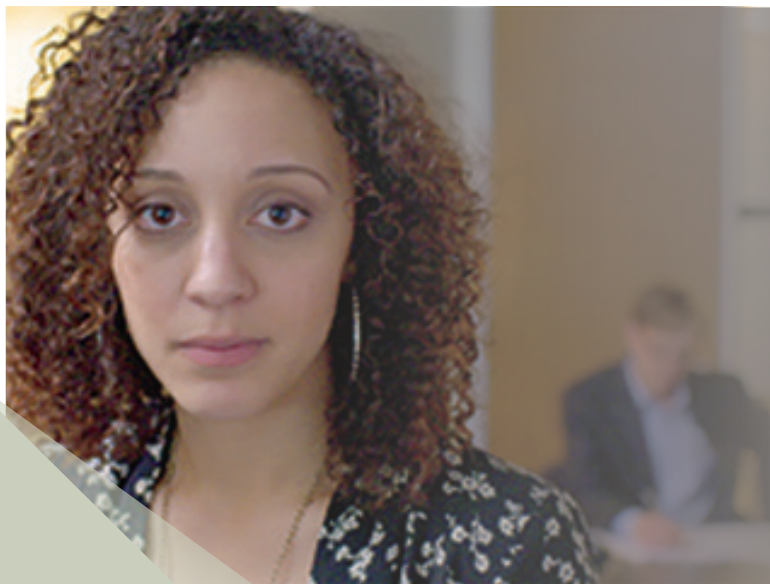
- Go to **Programs and Events**
- Click on **Adults**
- Click on **January 15th** to register

**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

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virtual workshop.
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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/
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- Learn how clients need to brand themselves using descriptive language.
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- 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.

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

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Tuesday, Mar. 9th, 2021
7:30 pm — 9:00 pm
Host:
Somerset Hills YMCA
Career Forum

Speaker: Jan Goodman
**Community Outreach Specialist/
Career Coach**
**Greater Raritan One-Stop Career
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Please note this workshop will be virtual via Zoom.

No registration is required. To attend Zoom meeting, please click this link: **<http://bit.ly/3nyo1xP>**

Meeting ID: **525 732 848**

Password: **650668**

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