

# CAREER TRAINING SERVICES

## ONE STOP OPERATOR'S REPORT

Program Year 2021

July

### Meet the new One-Stop Operator – Chris Peake

For those that don't already know me, my name is Chris Peake and I have worked for the Greater Raritan One-Stop system for almost 12 years in a variety of different roles. Effective at the beginning of our 2021 program year I am excited to take over the responsibilities of the One-Stop Operator. The most satisfying part of working at the One-Stop for me is the constant evolution of how we can best meet the needs of our community. We always keep an eye on the future, making sure our programs are modern, accessible, and most importantly leading our customers to fulfilling and self-sufficient employment. I look forward to continuing the work of supporting the mission of the Greater Raritan Workforce Development Board, serving our community, and supporting the continued development of exceptional services and the highly effective staff of the One-Stop Career Center.

### SUCCESS STORY

DT contacted the One-Stop after being released from a decade-long incarceration because he felt that he no longer possessed any up to date marketable skills and was having difficulty obtaining employment that would offer him a career path and self-sufficiency. DT needed to find a career that he would be able to support himself in but his status as an ex-offender, along with his lack of a computer or internet access created several barriers that made landing a job very difficult. One-Stop Office Manager Teresa Edwards helped DT register with the One-Stop and then connected DT to his One-Stop career counselor, Brooke Nikola who identified these barriers and worked with him to overcome each one through the use of available resources. The client had contacted the One Stop when the office was still physically closed to the public due to COVID so all career counseling sessions were done over the phone, paperwork was signed and filled out through the mail, and on two occasions a One-Stop counselor met with him in front of the One-Stop building. Our office coordinated with our local Department of Labor ex-offender representative as well as other community resources to make sure DT was put into a position to succeed. DT was placed into CDL training and was able to complete his program 3 weeks ahead of schedule due to his eagerness and success in school. Within one month of receiving his CDL, he accepted full time employment with a local trucking company earning a starting hourly wage of \$25 per hour. DT recently contacted the One-Stop, excited and grateful for these new opportunities that await him.



### One-Stop P.E.P Talk

Check out the five new YouTube videos developed by One-Stop Training Services staff to cover important tips & tricks for job seekers in short, easy to follow videos! Like and subscribe to stay up to date with future videos.

[Foundations of Resumes](#)  
[Interview Questions](#) – Part 1  
[Training Resources](#)  
[Phone Etiquette](#)  
[Online Resources for Job Seekers](#)

July 2021 One-Stop Snapshot:

<b>New Customers Served:</b> 40	<b>P.E.P Talk Views:</b> 60+
<b>New Training Grants Provided:</b> 9	<b>New Text Subscribers:</b> 19
<b>New WFNJ Referrals:</b> 9	<b>New Learning Link students:</b> 7
<b>New DVR Clients:</b> 15	

Looking ahead to August...

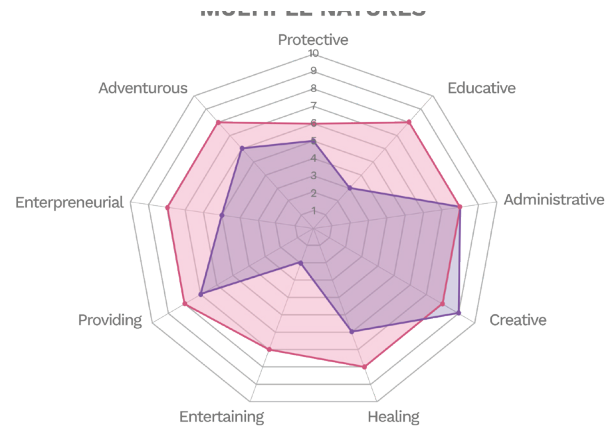
Hunterdon One-Stop Office re-opens the week of August 9<sup>th</sup>!

Open Monday/Tuesday by Appointment,  
 Wednesday – Friday open to walk-in's 8:30am – 4:30pm.

# Align Your Potential by Identifying Your Natural Abilities



## MULTIPLE NATURES



## Multiple Natures is a career discovery, job transition, recruitment and life coaching assessment.

Each person has a unique set of traits which provides a predisposition towards different types of work and activities.

**Multiple Natures** assists individuals in their quest for self-improvement and finding the flow to fulfill their true potential.

To help understand yourself and make better decisions for your life, attend this workshop with **Multiple Natures Practitioner Jan Goodman**. Unlock the secret of your unique natures so you can identify and engage your natural abilities to the highest level!

**Space is limited and preregistration is required.**

**Each workshop participant must take the Multiple Natures assessment in advance.**

To pre-register, please contact Jan Goodman at: (908) 704-6351 or [jgoodman@co.somerset.nj.us](mailto:jgoodman@co.somerset.nj.us)

**Links to the assessment will be provided via email on Monday, June 28th.**

**Assessments must be completed no later than Wednesday, July 7th.**

Please bring a smartphone or tablet with you to the July 15th workshop to review your report results.

Final reports will be sent via email during the session.

**Thursday,  
July 15th, 2021**

**1:00pm – 3:00pm**

This workshop will be delivered in a Zoom virtual format. You must have Zoom loaded on your computer to participate.

**Speaker: Jan Goodman**  
Community Outreach Specialist/  
Career Coach

Greater Raritan One-Stop Career  
Center Training Services

This program is sponsored by the Greater Raritan One-Stop Career Center and Franklin Township Public Library.



# The Art of EFFECTIVE COMMUNICATION



Tuesday, Aug. 31st, 2021

7:30pm – 9:00pm

Somerset Hills YMCA  
Career Forum

Speaker: Jan Goodman  
Community Outreach  
Specialist/Career Coach

Greater Raritan One-Stop Career  
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*"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.

**Please note this is a virtual workshop 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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This program is in partnership with the  
Greater Raritan One-Stop Training Center

