

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2021

One-Stop Operator August Update

August

While August traditionally is a time for enjoying the waning days of summer, family vacations, and preparing for the fall days ahead, this year presents new and unique challenges for the One-Stop and its staff. For many in our community, worries over Covid-19 and the delta variant persist and continue to present barriers to going back to work. Additionally, federal unemployment extensions will be ending on Saturday, September 4th which will put many individuals who are still out of work in very difficult situations. In an effort to be prepared for whatever awaits us next, One-Stop staff has worked tirelessly to streamline and improve our service delivery to meet whatever demand and need we face, as well as providing outreach to community partners, unemployment and public assistance recipients, and anyone else who may benefit from our services during these unique times. The One-Stop continues to strive to be accessible, innovative, and flexible in meeting the ever changing needs of our communities and employers.

August One-Stop Notes

The Flemington One-Stop office is open to the public as of August 11th. For more information or to schedule an appointment please call 908-541-5780 or e-mail Onestop@co.somerset.nj.us

One-Stop staff has seen a steady increase in customer's reaching out for assistance due to the upcoming end of federal unemployment extensions. We served 21 more customers in August than the previous month.

Training applicants have recently been trending heavily towards transportation/logistics/distribution, healthcare, and project management.

One-Stop Case Managers Sofia Bandeira and Yarlane Perkins volunteered their time to help fill backpacks with back to school supplies at the Somerset County Sheriff's office



August 2021 One-Stop Snapshot:

New Customers Served: 61	Tuition Waivers Approved: 9
New Training Grants Provided: 8	New Text Subscribers: 19
New WFNJ Referrals: 30	New Learning Link students: 1
Outreach e-mails sent: 6,374	



One-Stop P.E.P Talk

Tips, tricks, resources and best practices for job seekers developed by One-Stop Training Center staff.

Like and Subscribe!

[An Introduction to the One-Stop](#)

[Foundations of Resumes](#)

[What does your e-mail address say about you?](#)

[Interview Questions](#) – Part 1

[Training Resources](#)

[E-mail Etiquette for Job Seekers](#)

[Phone Etiquette](#)

[Online Resources for Job Seekers](#)

More to come soon!

Check out the below flyers for our upcoming workshop offerings. Please share with your network, and feel free to attend yourself if interested!



STRESS MANAGEMENT

Wednesday,
Sept. 15th, 2021

10:00am – 12:00pm

The Franklin Township
Public Library System

Speaker: Jan Goodman

Community Outreach
Specialist/Career Coach

Greater Raritan One-Stop Career
Center Training Services

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

Today's workforce is experiencing job burnout and stress due to unemployment in epidemic/pandemic proportions. People are stressed out, insecure and fearful of the future. The demands of financial stress, combined with the demands of home, have become too much for people to handle. This workshop explores the causes of such stress and suggests general and specific stress management strategies that people can use daily.

What Will be Covered:

- Defining Stress and How It Affects Us?
- The Underlying Causes of Stress
- Building a Solid Foundation
- Mental Strategies.
- Time Management Tips
- Drainers and Fillers

How You Will Benefit:

- Understand that stress is a positive, unavoidable part of everyday life.
- Recognize the symptoms that tell you when you have chronic stress overload.
- Identify those situations in your life that cause you the greatest stress.
- Identify those actions which add to your stress.
- Change the situation and actions that can be changed.
- Deal better with situations and actions that cannot be changed.
- Create an action plan to help reduce and manage stress.

Preregistration is required for this Virtual Zoom Workshop.

To preregister, please go to: events@franklintwp.org
to reserve your spot.

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



A proud partner of the [americanjobcenter](https://www.americanjobcenter.org/) network





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

*Includes a comprehensive focus
on resume writing*

Monday, Sept. 27th, 2021

10:00 am — 12:00 pm

**Host:
Somerset County
Library System**

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

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 Zoom.

Pre-registration is required.

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

Click on Programs & Events

Click on Adults and go to Sept. 27th on the calendar to register.



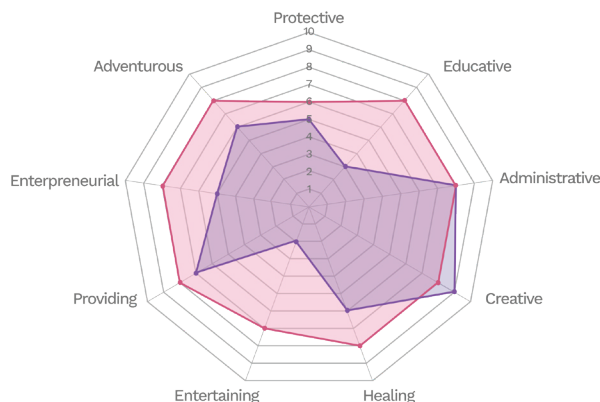
This program is in partnership with:
**The Greater Raritan One-Stop Career Center Training Services and the
The Greater Raritan Workforce Development Board (GRWDB)**

The Greater Raritan One-Stop Career Center Training Services is pleased to present this program in collaboration with Jewish Family Services of Somerset, Hunterdon and Warren Counties:

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

Links to the assessment will be provided via email on Monday, September 20th.

Assessments must be completed no later than Tuesday, Sept. 28th.

Please bring a smartphone or tablet with you to the Oct. 6th workshop to review your report results. Final reports will be sent via email during the session.

**Wednesday,
October 6th, 2021
7:00pm – 9:00pm**

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

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.

Monday, Oct 18th, 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 **October 18th** to register

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

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NLP

(Neuro-Linguistic Programming)

Tools for Real Life

Wednesday,
October 20th, 2021
10:00 am – 12:00 pm

*This is a
virtual workshop
delivered via Zoom.*

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

Do you have a desire to:

- Increase your value in the job search
- Develop skills for better listening
- Assess the correct time to interject and lead a conversation
- Have multiple perspectives on a situation to gain choice and leverage
- Identify what you genuinely want and structure goals to achieve it
- Change unwanted habits and behaviors to productive patterns?

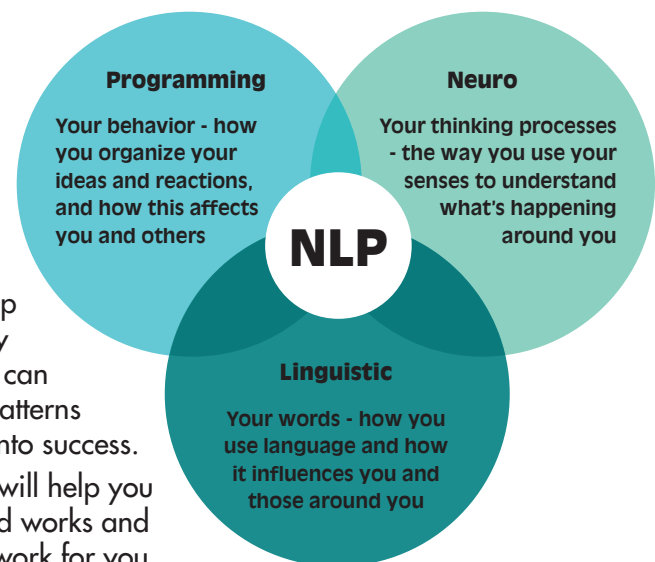
What is NLP?

Have you ever heard the saying "It's all in your head?"

Neuro-Linguistic

Programming was designed to take the way you view the world and flip it around so that, in a very short amount of time, you can rearrange your thinking patterns and transfer opportunity into success.

This introductory training will help you understand how your mind works and most importantly make it work for you.



Registration is required.

To pre-register, please go to: events@franklintwp.org

This program is in collaboration with The Greater Raritan One-Stop Training Center and the Franklin Township Public Library.

Professional Service Group of Central NJ (PSGCNJ)
in collaboration with the
Greater Raritan One-Stop Career Center



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Monday, Oct 25th, 2021
10:30am – 12:00pm

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

**Join through Zoom video meeting by
clicking the link and registering.**

To register, go to <https://bit.ly/3lugf9W>
• Meeting ID: 525-652-585
• To join by phone, dial: 646-558-8656

This workshop is being hosted by PSGCNJ (Professional Service Group of Central NJ) in collaboration with the
Greater Raritan One-Stop Career Center Training Services.

*Please respect our Non-Solicitation Policy: Participants are prohibited from soliciting other participants and members
for any commercial purposes unrelated to the mission of PSGCNJ.*

Greater Raritan One-Stop Career Center
Training Services

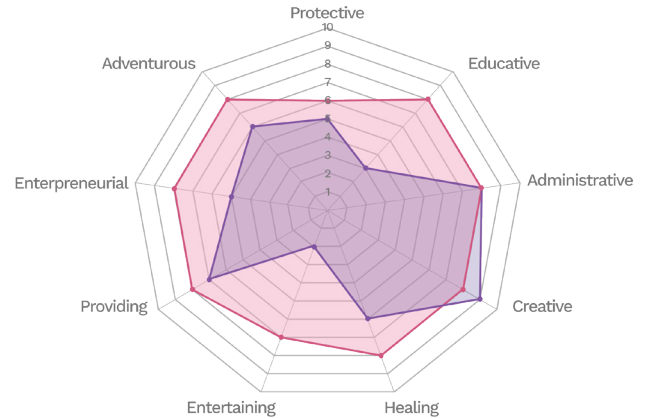
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Space is limited and preregistration is required.

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

Links to the assessment will be provided via email on Monday, November 1st.

Assessments must be completed no later than Thursday, Nov. 4th.

Please bring a smartphone or tablet with you to the Nov. 16th workshop to review your report results.

Final reports will be sent via email after the workshop is completed.

**Tuesday,
November 16th, 2021**

10:00am – 12:00pm

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 Somerset County Library System.

