

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2021

One-Stop Operator November Update

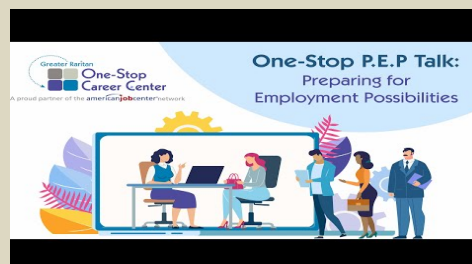
November

November One-Stop Snapshot:

New Customers Served: 97 **Virtual Workshop Attendance: 65**
New Training Grants Provided: 5 **New Text Subscribers: 30**
New Learning Link students: 4 **Job Match's made: 20,374**
New Youth Referrals: 7 **Outreach e-mails sent: 144**
Voluntary WFNJ Referrals received: 25

November Notes:

- All One-Stop services continue to operate in person, virtually, and hybrid in both Somerset & Hunterdon offices.
- We are coordinating and planning with our One-Stop partners to resume mandated work activities for WFNJ in January 2022.
- Check out the One-Stop's latest P.E.P Talk videos: Creating a Cover Letter and Interview Questions – Part 2. Developed and created by One-Stop staff!
- One Stop Staff and partners attended a professional development workshop on Disability Etiquette presented by Cornell University.



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](#)
[Interview Questions - Part 2 **NEW!**](#)
[Training Resources](#)
[E-mail Etiquette for Job Seekers](#)
[Phone Etiquette](#)
[Online Resources for Job Seekers](#)
[Tour of the Somerville One-Stop Office](#)
[Tour of the Flemington One-Stop Office](#)
[Social Media and Your Job Search](#)
[Creating a Cover Letter **NEW!**](#)

Meet One Stop's New Youth Case Manager

The One-Stop is happy to introduce our new Youth Employment Services Case Manager, Antwan Lowery. Antwan comes to the One-Stop with a strong background working with disadvantaged youth, including as a youth mentor. We expect him to be an excellent addition to our youth program and look forward to you all meeting him!

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

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.



Business Etiquette for Job Seekers

**Wednesday,
March 9th, 2022
10:00 am – 12:00 pm**

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

Learn how to make your first impression memorable. Do you know all the rules and protocols for proper and polite job-hunting behavior? Go the extra mile to show employers you are the right fit. Job Fair etiquette will also be covered.

The art of portraying a poised, self-confident image in today's demanding business atmosphere is a skill that is much too often overlooked by many professionals, but not by those observing and making critical judgments based upon the person's communication. Many people have adopted relaxed standards that are not appropriate in business and interview settings.

In this workshop you will gain skills in the following areas:

- Six ways to sabotage positive first impressions
- How to deal with feelings of powerlessness and helplessness
- Practice business etiquette to build and maintain relationships
- Learn valuable techniques to deal with difficult situations
- Deliver your message: verbal, non-verbal and written in a positive way
- Learn proper introductions and professional presence
- Proper Grooming and appearances matter
- Netiquette; Emails, Faxes, Conference Calls, Mobile Phones, the new electronic protocols and manners
- Job Fair Etiquette

Please note this is a virtual workshop via Zoom. Registration is required.

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

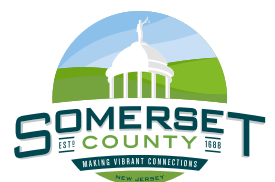
Click on Programs & Events

Click on Adults and go to March 9th on the calendar to register.

This program is in collaboration with The Greater Raritan One-Stop Training Center and the Somerset County Library System (SCLS).



A proud partner of the [americanjobcenter](#) network



NLP

(Neuro-Linguistic Programming)

Tools for Real Life

Wednesday,
April 13th, 2022
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?

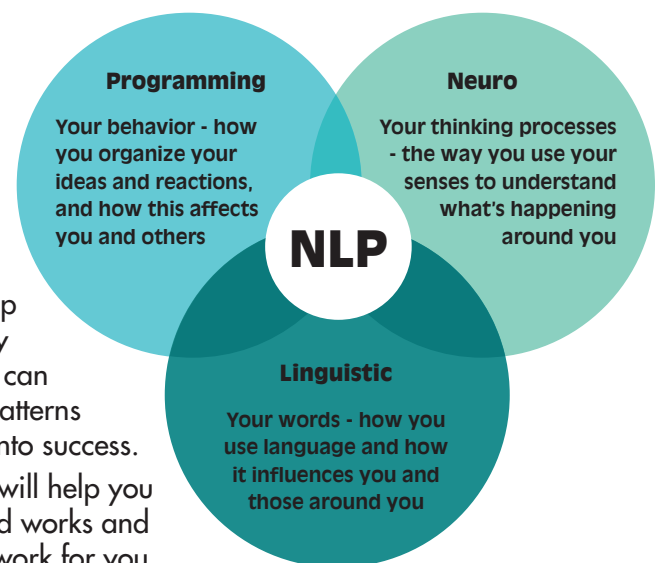
What is NLP?

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

Click on Programs & Events

Click on Adults and go to April 6th on the calendar to register.