

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2021

One-Stop Operator December Update

December

December One-Stop Snapshot:

New Customers Served: 28
New Training Grants Provided: 5
Voluntary WFNJ Referrals received: 28
New Youth Referrals: 4
Job Match's made: 18,277

One-Stop P.E.P Talk Videos – Created by One-Stop staff for Job Seekers
[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](#)
[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](#)

One-Stop Success Story – Collaboration is Key

When residents seek out help from the One-Stop, there are often times more than one barrier that needs help being addressed. Being able to coordinate many different services amongst One-Stop partners at once is how we most effectively help residents seeking employment in our community. In this success story we show an example of how this kind of collaboration leads to successful outcomes for our customers.

An unemployed resident of Somerset County connected with the Greater Raritan One-Stop in search of help. She had a disability and her aging electric wheelchair was often breaking down. In addition, she had recently been laid off from her IT project manager position and was having a difficult time regaining employment, in part, she believed, because of her disability.

Working with DVR, she received help obtaining a prescription for a new wheelchair and DVRS counselors helped to case manage the laborious process of receiving the new wheelchair that would meet all of her needs. DVR would also be able to fund the remaining balance owed for the wheel chair that was not covered by insurance! At the same time, she was working with a One-Stop counselor who approved her for a training grant in Analytics and Big Data, which would upgrade her existing IT project management skillset. Eventually, she received her brand new electric wheel chair and completed her Analytics & Big Data certificate from Rutgers University and was ready to get back to work. Of course, this is when Covid-19 caused the country to shut down but DVRS and One-Stop counselors continued working with her by routinely checking in, sending job referrals and connecting her to SkillUp to continue upgrading her skills while searching for work.

Earlier in the process, the client expressed that she felt her wheelchair put her at a disadvantage during job interviews. When interviews became virtual during the pandemic, she felt that she was truly able to show her value to the company without being pre-judged by her disability. This led, she felt, to her receiving and accepting an excellent job offer as a Manager of Programming and Data Analytics for a pharmaceutical company. The job was currently remote with a chance to continue with a flexible remote schedule in the future – which was a perfect fit for her. The employer found a new hire that matched their needs, the client obtained a new electric wheel chair, upgraded their project management skills, and received a high paying job that accommodated her needs. This is how the One-Stop system works best - through collaboration amongst partners!

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/>

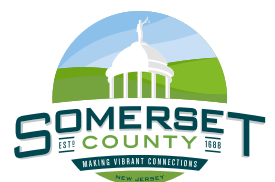
Click on Programs & Events

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).



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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?

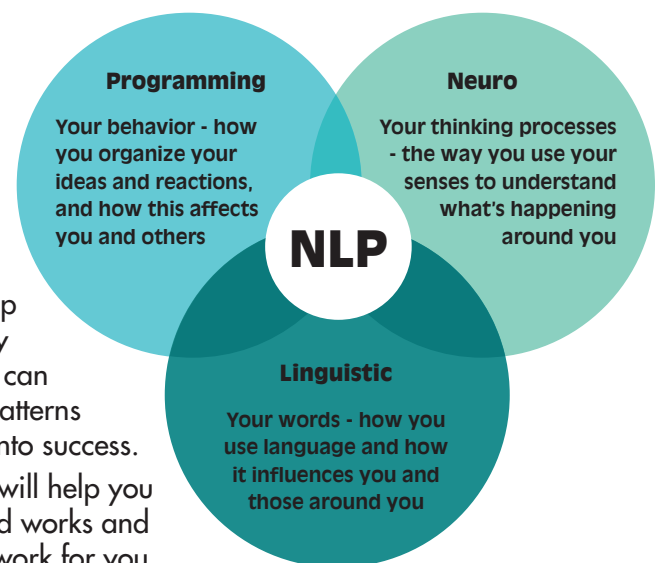
What is NLP?

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://scls.nj.org/>

Click on Programs & Events

Click on Adults and go to April 13th on the calendar to register.



Conquering Your Fear of Speaking in Public

Wednesday,
May 18th, 2022
10:00 am – 12:00 pm

Speaker:

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

Do you get nervous when interviewing or making presentations at company meetings?

Do you find it hard to make conversations at gatherings and social events?

Do you freeze up in awkward social situations?

If so this workshop is for you! It is for anybody who wants to improve their speaking skills in both formal and informal situations. Learn important strategies to gain the confidence and the skills to interact with others, to speak in informal situations, and to make presentations in front of small groups.

Learning Objectives

During this workshop you will learn to:

- Speak with more confidence in one-on-one conversations.
- Feel more confident speaking socially or in small meeting groups.
- Practice these skills in a supportive setting.

***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 May 18th 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).*



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