

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2021

One-Stop Operator January Update

January

January One-Stop Snapshot:

New Customers Served: **25**New Training Grants Provided: **14**Voluntary WFNJ Referrals received: **11**Open Youth Employment Service Cases: **49**Job Match's made: **16,357**

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](#)

Supportive Services and How the One-Stop helps Individuals Overcome Barriers to Employment

When a member of the community walks through the proverbial doors of the One-Stop, they are usually here with the goal of finding a job. As we all know, being unemployed may bring with it a myriad of other problems whether its housing, being able to afford their bills, access to nutritious food, transportation, childcare, and even some times mental health and/or substance abuse. We are lucky to work closely with many different One-Stop partners and community organizations so that we can truly serve our customers in a one-stop shop, where we help to identify barriers to employment and provide the resources necessary to help people overcome them.

In program year 2020, the Workforce Development Board approved a supportive service policy that put funding aside for the One-Stop to use in even further trying to tackle the many barriers associated with getting someone back to work. The Supportive Services policy reflects guidance from Department of Labor and provides funding to help eligible applicants pay for public transportation, books, school supplies, training fees, certification exams, child care and more for eligible participants who may need these supports to take part in training, attend a job interview, or even to help them be able to get to a new job until they receive their first paycheck.

As the One-Stop begins to see an increase in need for our services, being able to utilize our partner organizations along with our supportive service funds gives us the ability to provide expansive services to help our diverse community overcome whatever barriers they may face in trying to get back into the workforce. Whether it's the need to borrow a Chromebook for training or job search, a new uniform for medical assistant training, a bus pass to attend job interviews, or the cost of a certification exam that will get someone a job – every individual has different needs and we are proud to offer so many individualized services in Greater Raritan.

To access supportive services, individuals will need to be registered with the One-Stop Career Center and meet with a career counselor who will work with them to develop an employment plan, determine eligibility, and assist them with next steps to help them get back into the workforce. For more information, please contact the One-Stop at 908-541-5780 or Onestop@co.somerset.nj.us

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/>

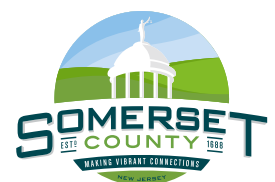
Click on Programs & Events

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?

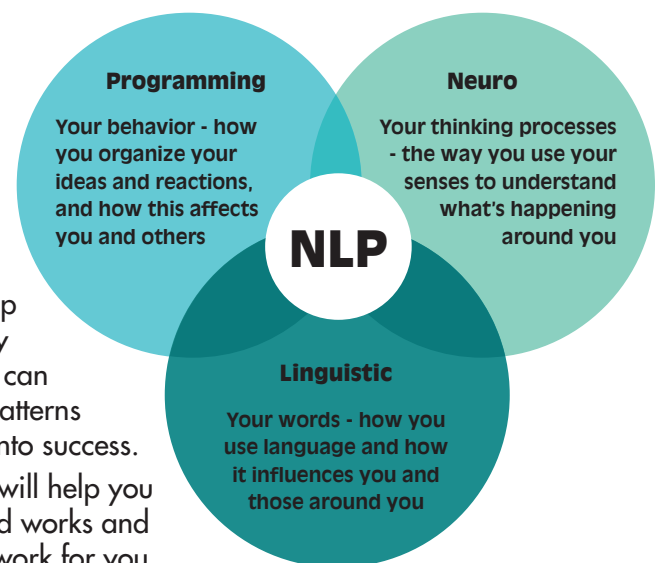
What is NLP?

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://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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