

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2021

One-Stop Operator April Update

April

April One-Stop Snapshot:

New Customers Served: **53**
New Training Grants Provided: **7**
WFNJ Referrals received: **61**
Youth Employment Services Referrals: **11**
Job Match's made: **12,032**
Assessments Provided: **18**

One-Stop Case Manager Sofia Bandeira with GRWDB staff at the 4/28 Career Paths for Youth event at RVCC



Did you know that the One-Stop can provide assessments? More tools for helping job seekers identify their next move.

Jan Goodman, the One-Stop Community Outreach specialist also serves as our certified assessment facilitator for jobseekers who may need help identifying the right next steps in their career. Recently the One-Stop has seen an increase in jobseekers requesting assessments, in part due to the renewed need for people to reevaluate their career paths in the new job market.

In the month of April alone, the One-Stop has completed a total of 18 assessments! The assessments currently available in our office include:

- **Multiple Natures** – A career & life coach assessment that considers the balance between work and personal life to help identify how individuals can find their full potential.
- **Strong Vocational Interest Inventory** – Identifies and assesses personal likes and dislikes which are then matched to over 2800 employed individuals in 133 different job types to show other types of jobs and careers that may be a good fit.
- **Myers-Briggs** – The world standard in personality assessments, Myers-Briggs helps to identify your personality type within an organization. This can be used to learn about what environments an individual may work best in as well as skills and areas an individual may want to work on enhancing their skills (problem solving, communication, etc.). This assessment also helps to educate an individual on other personality types and how they can recognize and better work with them in the workplace, interviews, and even their own personal life.
- **Myers-Briggs Type 2** – Helps individuals understand how the facets within their Myers-Briggs preferences affect how they express their type. This assessment helps to identify ways to use your MBTI preferences to your advantage and to recognize areas for personal improvement.

In addition to the robust assessment resources available through the Greater Raritan One-Stop, our customers also have access to the following self-administered assessments.

- **SkillUp Career Pathways Assessment** – Identifies and provides insight into skill gaps a customer may have in particular career paths, with training recommendations for closing those gaps.
- **NJ Career Assistance Navigator** – (NJCAN) – Department of Education's career navigation system provides comprehensive, current, and relevant occupational, post-secondary school and financial aid information in addition to interest discovery, career path exploration, and soft skill awareness.
- **Job Source** – Department of Labor interest and work values assessment.

To set up an appointment to learn more about our assessments or to schedule an assessment please contact the One-Stop Career Center at 908-541-5780 or OneStop@co.somerset.nj.us

Greater Raritan One Stop Youth Employment Services Success Story

Matt enrolled with our Youth Employment Services (YES) program after graduating from high school and being unsure of a career pathway for himself. Graduating high school amid a global health emergency, Matt was living with a disability and was struggling with a medical issue that made coping during the pandemic a bit more challenging than it was for others. YES Case Managers were able to meet with Matt via Zoom on numerous occasions providing a full array of services and supports while the pandemic raged on. While in Visions, our work-based learning component of the YES program, Matt discovered that he had a specific interest in the IT field through his virtual internship at Redstone Technologies. He also earned a credential in IT Healthcare Support from John Hopkins University. Upon completion of Visions, where he also learned job readiness skills to prepare him for the future, Matt found that while he loved the IT field, he wanted to pursue a degree in higher education by enrolling in college. After guiding Matt through many different options, he decided that he would like to attend Raritan Valley Community College and take some additional time to explore his long term educational and employment goals. Upon receiving his associate degree he plans to transfer to Rutgers University where he will work towards his bachelor's degree. He is currently preparing to begin at RVCC in the Fall of 2022 but is considering taking some summer courses in the meantime. We are very proud of Matt and his ability to navigate and overcome his barriers by exploring his interests through his One-Stop counseling appointments, participating in a meaningful, paid internship to add to his resume and gaining the confidence to enroll in college. We will continue to work with Matt as he attends school, providing the support and services that he needs to stay on this path to success.

To refer to the YES program any youth residing in Somerset or Hunterdon County that is out of school and faces barriers such as a disability, pregnant or parenting, foster system involved, criminal or juvenile justice involved, or a high school dropout, please contact Kyle (Somerset) 908-725-7223 / kvandenberg@middleearthnj.org or Susan(Hunterdon) 908-635-6456 / srozycki@hcvsd.org

See additional pages for upcoming virtual workshops being offered through the One-Stop Career Center



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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Conquering Your Fear of Speaking in Public

Tuesday,
May 24th, 2022
1:00 pm — 3:00 pm

Speaker:

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

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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.

This is a live workshop and registration is required.

Please go to the events calendar at: franklintwp.org
or call the library reference desk at: **(732) 873-8700**

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



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The Art of EFFECTIVE COMMUNICATION



Wednesday, June 8, 2022

10:00am – 12:00pm

Somerset County
Library System

Speaker: Jan Goodman

Community Outreach
Specialist/Career Coach

Greater Raritan One-Stop Career
Center Training Services

"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.

**To attend the Zoom workshop
please click the link below.**

<https://sclsnj.libnet.info/event/6173011>

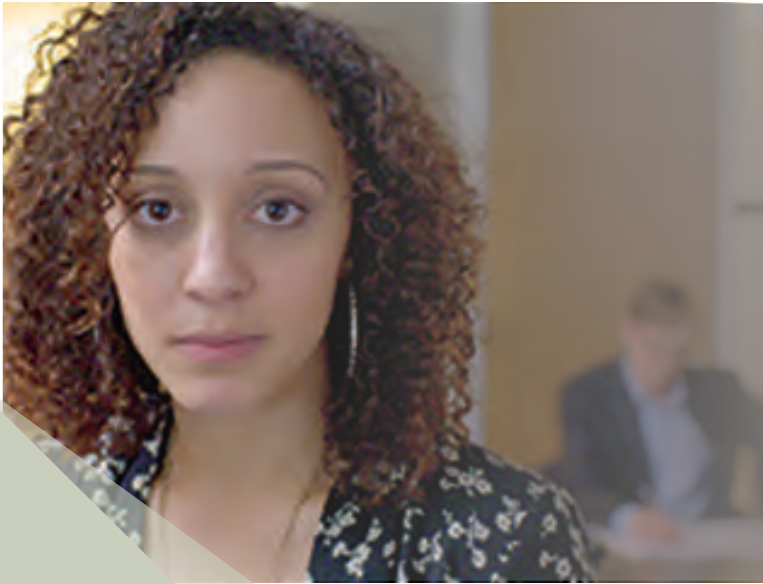


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Greater Raritan One-Stop Training Center



Defeating Unconscious Bias: 5 Strategies



"Human beings are poor examiners, subject to superstition, bias, prejudice, and a PROFOUND tendency to see what they want to see rather than what is really there."
— Scott Peck

DATE: Wednesday,
July 13th, 2022

TIME: 10:00 am – 12:00 pm

*In collaboration with the
Somerset County Library System*

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

Let's face it, everybody has some unconscious bias. This is not in the context of talking about a preference for Mexican food or an inclination toward the color blue. The focus here is on those inflexible beliefs about whole categories of people that keep us from seeing others accurately, from making fair and appropriate decisions, and from building the kind of harmonious relationships that make our lives more successful.

Clearly, biases are bad news. On the other hand, the good news is that biases do not make us bad people. Human nature is to lump people into categories. Because of this predisposition, we are vulnerable to unconsciously believing the messages that bombard us from family, media, experience, and society as a whole. But we are not stuck with our unconscious biases; we can defeat them.

The "Defeating Unconscious Bias" workshop is designed to address the hidden biases that can affect hiring, team building and challenges the ability to create inclusivity in both professional and personal settings. A 14 minute video accompanies this training offering 5 simple, actionable, and memorable strategies to enhance workplace productivity and innovation by addressing bias. The authenticity and diversity of the scenarios utilized keeps participants attention, and the solutions suggested support change without blame.



**Please note this is a virtual
workshop via Zoom.
To attend this workshop
please click on the link
below:**

<https://sclsnj.libnet.info/event/6173056>

*This program is being offered in partnership with the
Greater Raritan One-Stop Career Center.*



Defeating Unconscious Bias: 5 Strategies



"Human beings are poor examiners, subject to superstition, bias, prejudice, and a PROFOUND tendency to see what they want to see rather than what is really there."
— Scott Peck

DATE: Friday, July 15th, 2022

TIME: 10:00 am - 11:30 am

***In collaboration with PSG
(Professional Service Group) of
Mercer County***

***(PSG is a networking program for
professional jobseekers in transition)***

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

**Please join the meeting from your
computer, tablet or smartphone:**
<https://bit.ly/3IooYIH>

You can also dial in using your phone:
+1 (872) 240-3212
Access Code: 743-896-341

Let's face it, everybody has some unconscious bias. This is not in the context of talking about a preference for Mexican food or an inclination toward the color blue. The focus here is on those inflexible beliefs about whole categories of people that keep us from seeing others accurately, from making fair and appropriate decisions, and from building the kind of harmonious relationships that make our lives more successful.

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***This program is being offered in
partnership with the Greater Raritan
One-Stop Career Center.***





The Multi-Generational Workplace

Wednesday,
August 10th, 2022

10:00am – 12:00pm

In Collaboration with the
**Somerset County Library
System**

Presenter:
Jan Goodman
Community Outreach Specialist
Greater Raritan One-Stop
Career Services

There are currently five generations in the workforce, and employers faced with mass retirements of Baby Boomers are looking for ways to prepare for the changes that will result. This course examines the history and reality of the generation gap.

This course explores whether defining the actual limits of each generation is most important, or whether the merits of people within the context of employment is the bigger issue. Understanding others helps us to understand ourselves and to manage the people that we work with. We will explore problems, solutions, and strategies to help overcome issues of the generation gap.

What You Will Cover:

- History in brief
- Finding common ground
- Silents, Boomers, Xers, Ys, and Millennials
- Recruiting that bridges the gap
- Pre-assignment review
- Solutions
- The value of planning
- Holding on for the good times
- Developing targeted retention strategies
- What we really want

How You Will Benefit:

- Develop our understanding of where the generations gap issue surfaces, and the impact it has on the modern workforce.
- Understand and apply language that is specific to each generation currently in the workplace.
- Explore organization strategies that overcome gap issues.
- Evaluate the need and effectiveness of recruiting, retention, and succession plans in context of the generation gap.

Please note this is a virtual Zoom workshop. To attend the Zoom workshop please click on the link below:

<https://sclsnj.libnet.info/event/6173100>



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NLP

(Neuro-Linguistic Programming)

Tools for Real Life

Wednesday,
September 7th, 2022
10:00 am – 12:00 pm

*Please note this workshop
will be virtual 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?

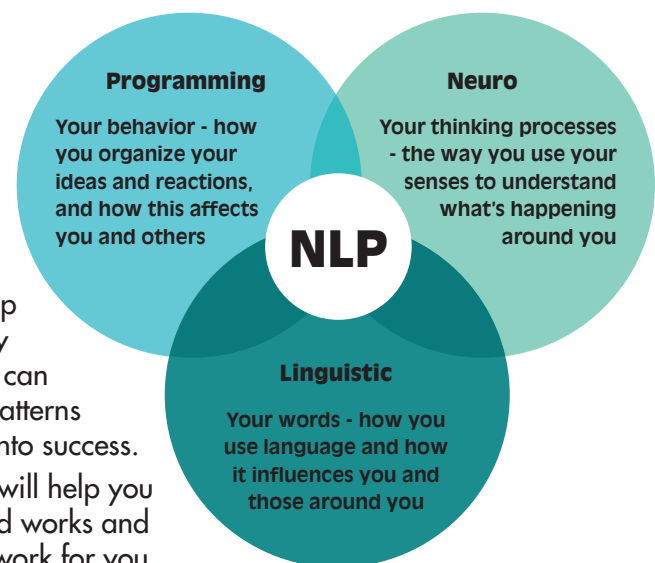
What is NLP?

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.



Pre-registration is required.

To register go to <https://bit.ly/3kjhfff>

This program is in partnership with:

*The Greater Raritan One-Stop Career Center Training Services
and the Somerset County Library System.*



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PSG of Mercer County
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.

**Friday,
Sept. 16th, 2022
10:00 am - 11:30 am**

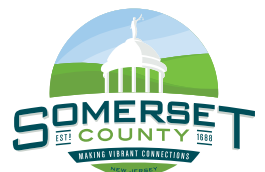
SPEAKER:
Jan Goodman
Community Outreach Specialist,
Greater Raritan One-Stop
Career Center

Please join the meeting from your computer, tablet or smartphone: <https://bit.ly/3wfuaG8>
You can also dial in using your phone: +1 (646) 749-3122 • Access Code: 355-203-397

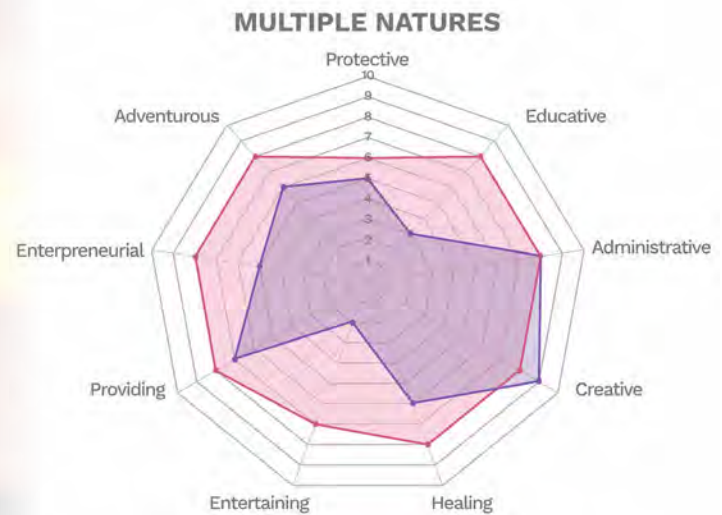
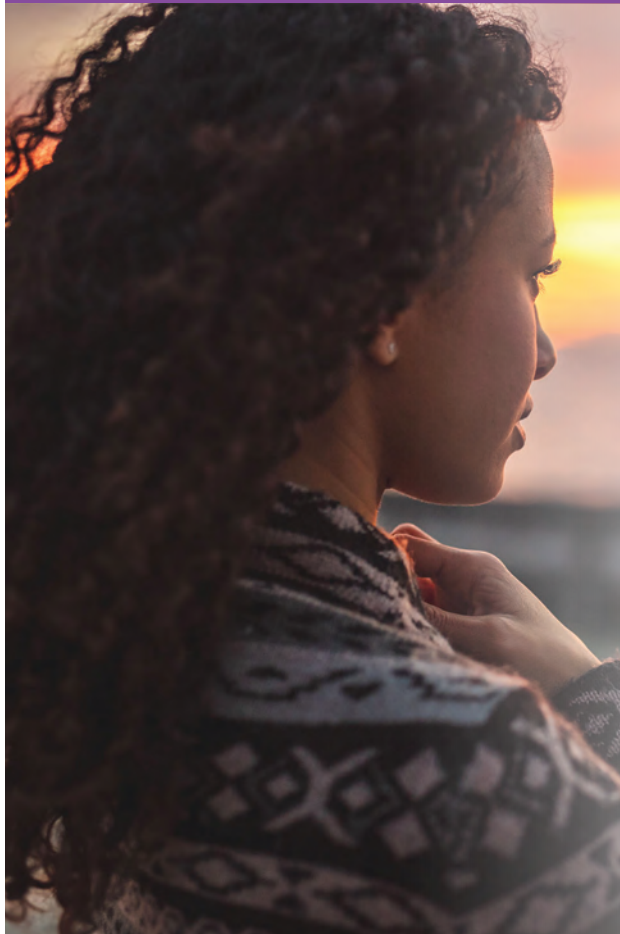
*In collaboration with PSG (Professional Service Group) of Mercer County
(PSG is a networking program for professional jobseekers in transition)*

Greater Raritan One-Stop Career Center
Training Services

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Align Your Potential by Identifying Your Natural Abilities with Multiple Natures



Wednesday
October 5th, 2022
10:00am – 12:00pm

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

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!

Please note this workshop will be virtual via Zoom.

Pre-registration is required.

To register please click on the following link:
<https://bit.ly/3kjhfff>

This program is sponsored by the Greater Raritan One-Stop Career Center and the Somerset County Library System.





Business Etiquette for Job Seekers

**Wednesday,
November 16th, 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://bit.ly/3kqBeJe>**

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



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