

# CAREER TRAINING SERVICES

## ONE STOP OPERATOR'S REPORT

Program Year 2021

One-Stop Operator November Update

May

### *May One-Stop Snapshot:*

New Customers Served: **60**

New Training Grants Provided: **9**

WFNJ Referrals received: **25**

Youth Employment Services Referrals: **11**

Job Match's made: **12,032**

Assessments Provided: **3**

Days Somerset County/One-Stop was  
without internet (in May): **8**

Cancelled Appointments due to outage: **0**

### Meet One Stop's New Youth Case Manager

The One-Stop is happy to introduce our new Case Manager William (Bill) Moore. Bill comes to the One-Stop with over 20 years of experience working with adults with disabilities in both residential and community program settings. We are excited to have Bill and his experience and unique perspective that gives the One-Stop even more tools to help job seekers in Somerset & Hunterdon Counties.

### May Highlights and Updates:

- One-Stop staff assisted GRWDB in the successful Job Fair held on May 24<sup>th</sup> in Bridgewater, NJ.
- Youth Employment Services (YES) visited the new Franklin Youth Center, where they will have access to meeting space for appointments with Franklin residents.
- One-Stop staff temporarily transitioned to in-person services due to a 2 week internet/server outage caused by a cyber-attack at Somerset County.
- One-Stop staff immediately implemented plans to continue services uninterrupted, including changing all appointments to phone or in-person, approving training grants using pen & paper, and thinking creatively in order to continue serving our customers in a flexible manner.
- Community Partners, including Hunterdon County ESC and Middle Earth provided One-Stop staff access to technology and meeting space as needed for continuation of services.
- Somerset County & One-Stop services are back online and continue to be offered both in-person and virtually based on each individual need.
- One-Stop staff attended 4 training sessions about work based learning programs, offered through Dept. of Labor. This includes programs like On the Job Training, Incumbent Worker Training, and Transitional Training.
- New Master Agreements have been sent to 50+ training providers for the 2022 program year, scheduled to begin on July 1<sup>st</sup>. The new agreement eliminates the 3<sup>rd</sup> benchmark 10% holdback as requested by the GRWDB.

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

# 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>**

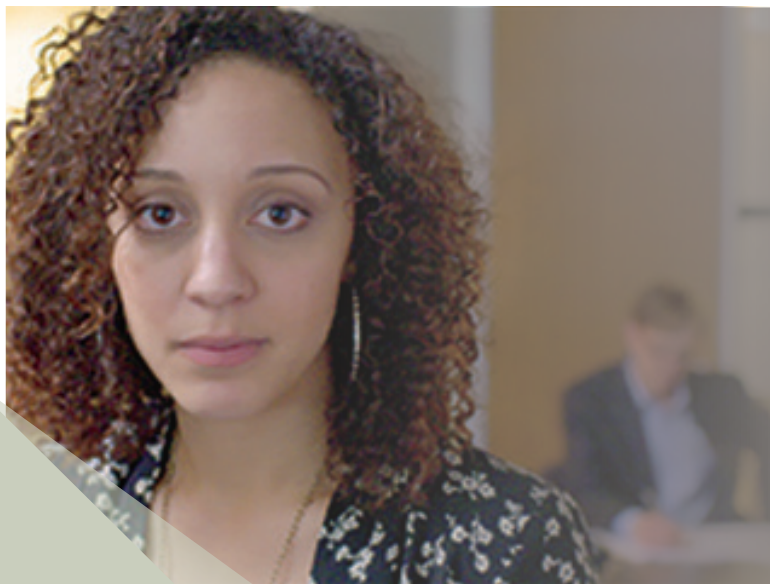


A proud partner of the **americanjobcenter** network

This program is in partnership with the  
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



**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>

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.

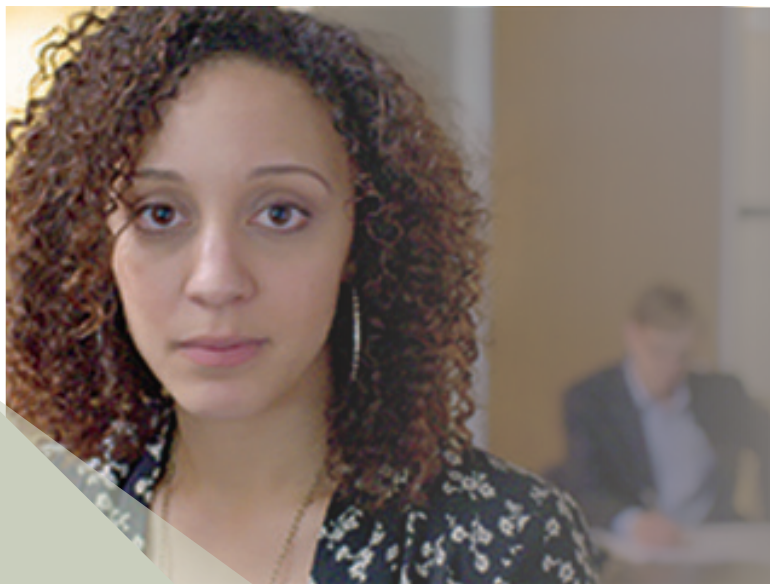
The “Defeating Unconscious Bias” workshop is designed to address the hidden biases that can affect hiring, team building and challenges the ability to create inclusivity in both professional and personal settings. A 14 minute video accompanies this training offering 5 simple, actionable, and memorable 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.

***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/3IooYlH>

**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.

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.



*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>**



A proud partner of the **americanjobcenter** network





# Conquering Your Fear of Speaking in Public

Monday,  
August 15<sup>th</sup>, 2022  
10:15 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.

*To register please visit the PSGCNJ site at:*

<https://bit.ly/3KQhn0Q>

*To join, scroll down and click "Join via Zoom."*

*This program is in collaboration with The Greater Raritan One-Stop Training Center and PSGCNJ (Professional Service Group of Central New Jersey).*



A proud partner of the **americanjobcenter** network





# 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?

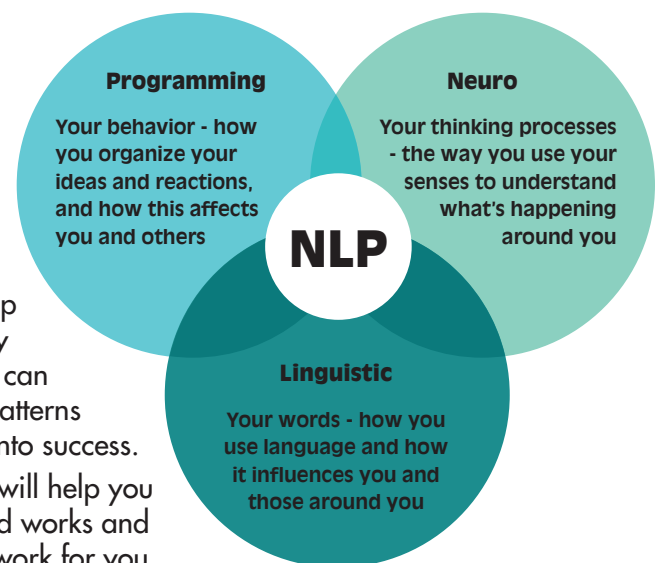
### What is NLP?

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.*



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





**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**

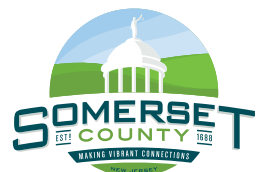
**SPEAKER:**  
**Jan Goodman**  
Community Outreach Specialist,  
Greater Raritan One-Stop  
Career Center

**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**

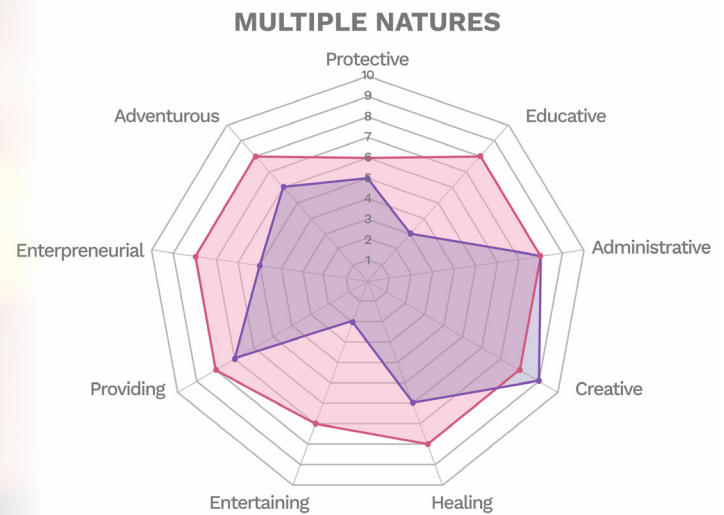
*In collaboration with PSG (Professional Service Group) of Mercer County  
(PSG is a networking program for professional jobseekers in transition)*

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

A proud partner of the **americanjobcenter** network



# Align Your Potential by Identifying Your Natural Abilities with Multiple Natures



**Monday,  
September 19<sup>th</sup>, 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 is a virtual workshop via Zoom.**

***Pre-registration is required.***

To pre-register please visit the PSGCNJ site at:

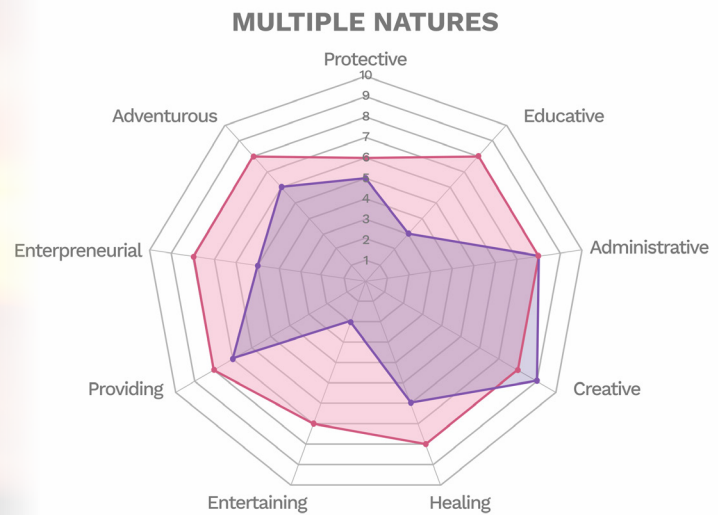
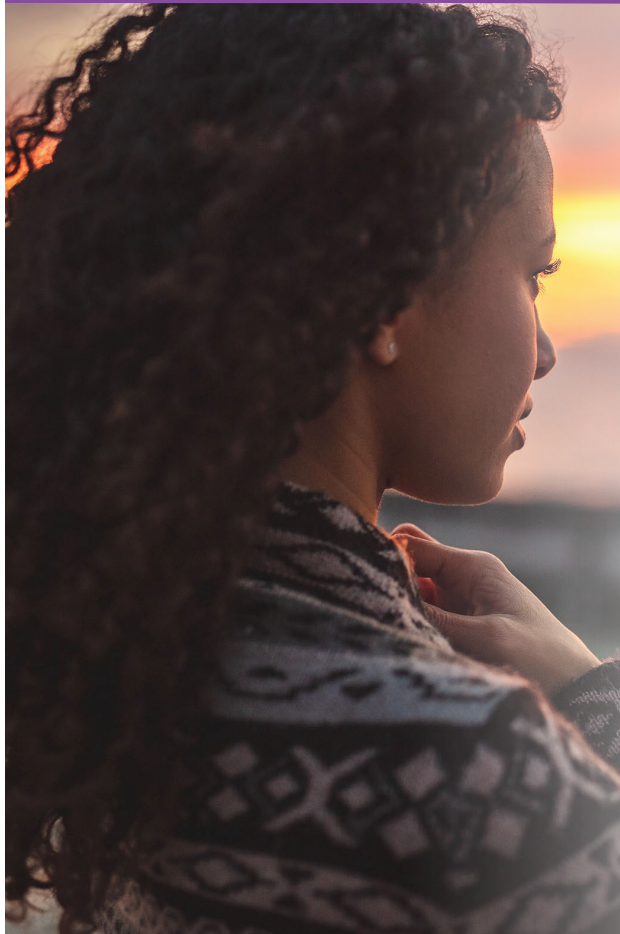
**<https://bit.ly/3KQhn0Q>**

To join, scroll down and click "Join via Zoom."

This program is sponsored by the Greater Raritan One-Stop Career Center and the Professional Service Group of Central New Jersey (PSGCNJ).



# 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).*



A proud partner of the **americanjobcenter** network

