

# CAREER TRAINING SERVICES

## ONE STOP OPERATOR'S REPORT

Program Year 2022

One-Stop Operator November Update

November

### Creating a highly effective One-Stop by investing in staff professional development

In an ever-changing economic landscape, It is important that One-Stop staff can continue to develop flexible, new, and innovative ways to serve job seekers in our community. It is also important that everyone is working from the same foundational, core competencies so that job seekers throughout Somerset & Hunterdon all receive the same high level of services no matter their background or employment goal.

Starting in November, One-Stop Training Services staff have been enrolled in the National Association for Workforce Development Professionals (NAWDP) Core Competency Training. This training includes different modules such as customer service methodology, diversity in workforce development, labor market intelligence, principals of communication, and workforce development structure, policies, and programs.

At the completion of this training, One-Stop staff will be able to apply for the Certified Workforce Development Professional certification (CWDP) which is an industry recognized credential



*Jillian, Jaylen, and Chris from the One-Stop Career Training Center attend a Probation Job and Resource fair at the Somerset County History Courthouse on 11/4/22.*

### Probation Job & Educational Fair – November 4<sup>th</sup>

One-Stop staff and other community partners gathered for the 2<sup>nd</sup> Vicinage 13 Probation Job & Educational Fair in November. This opportunity allowed us to share our resources and to meet individually with job seekers on probation in Somerset & Hunterdon Counties. Often, a criminal background can be a barrier to obtaining employment that can be very challenging to overcome. Bringing together both employers with immediate hiring needs, along with different community resources is a quick and effective way to help lower some of the barriers these individuals often face. It is also an opportunity to market One-Stop services and to demonstrate to employers the many ways in which our system can help to solve their hiring needs.

### Expanded One-Stop Career Training Services Hours

#### Now Available!

#### New One-Stop Training Services Center Hours

**Monday – 8:30am – 7:00pm**

**Tuesday – Friday – 8:30am – 4:30pm**

*Appointments are recommended.*

*Expanded hours are part of an evolving process to create accessible services that can meet the needs of a changing workforce.*

### October One-Stop Training Services Snapshot:

**New Customers Served: 57**

**New Training Grants Provided: 6**

**WFNJ Referrals received: 19**

**Active WFNJ Clients: 8**

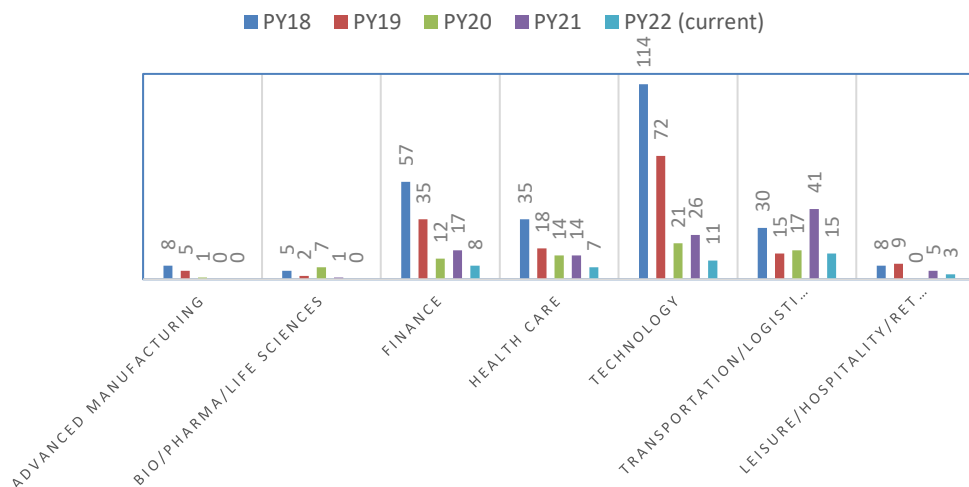
**Youth Employment Services Referrals: 3**

**Active Youth Employment Services Clients: 54**

**Individualized Career Assessments provided: 8**

**One-Stop Training Grants by Industry** shows the breakdown of training grants written in Greater Raritan based on the industry the training is for. These industry categories were identified in a previous local plan by the GRWDB as being locally in-demand and high growth.

## ONE-STOP TRAINING GRANTS BY INDUSTRY



## Locations of One-Stop Customers Served between July 1, 2019 - June 30th, 2022

### Hunterdon County

Town	Registered
<b>Total</b>	<b>1051</b>
FLEMINGTON	288
WHITEHOUSE STATION	104
LEBANON	76
ANNANDALE	64
CLINTON	57
GLEN GARDNER	49
CALIFON	44
RINGOES	43
HIGH BRIDGE	42
LAMBERTVILLE	42
PITTSTOWN	42
HAMPTON	39
STOCKTON	38
ASBURY	33
FRENCHTOWN	33
MILFORD	23
THREE BRIDGES	10
BLOOMSBURY	8
OLDWICK	4
POTTERSVILLE	3
BAPTISTOWN	2
SERGEANTSVILLE	2
WHITEHOUSE	2
QUAKERTOWN	1
READINGTON	1
ROSEMONT	1

### Somerset County

Town	Registered
<b>Total</b>	<b>2335</b>
BRIDGEWATER	383
HILLSBOROUGH	370
SOMERVILLE	271
SOMERSET	214
BASKING RIDGE	190
BOUND BROOK	132
MANVILLE	118
RARITAN	89
BEDMINSTER	76
PLAINFIELD	75
SOUTH BOUND BROOK	66
BELLE MEAD	61
SKILLMAN	61
BERNARDSVILLE	51
FRANKLIN PARK	40
NESHANIC STATION	31
MARTINSVILLE	25
WARREN	21
FAR HILLS	15
LYONS	12
WATCHUNG	11
ROCKY HILL	6
GLADSTONE	4
KINGSTON	4
PEAPACK	3
LIBERTY CORNER	2
PLUCKEMIN	2
FLAGTOWN	1
BLAWENBURG	1



# Conquering Your Fear of Speaking in Public

Thursday  
January 5<sup>th</sup>, 2023  
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. To attend this workshop and register please click on the link below:***

<https://sclsnj.libnet.info/event/7051462>

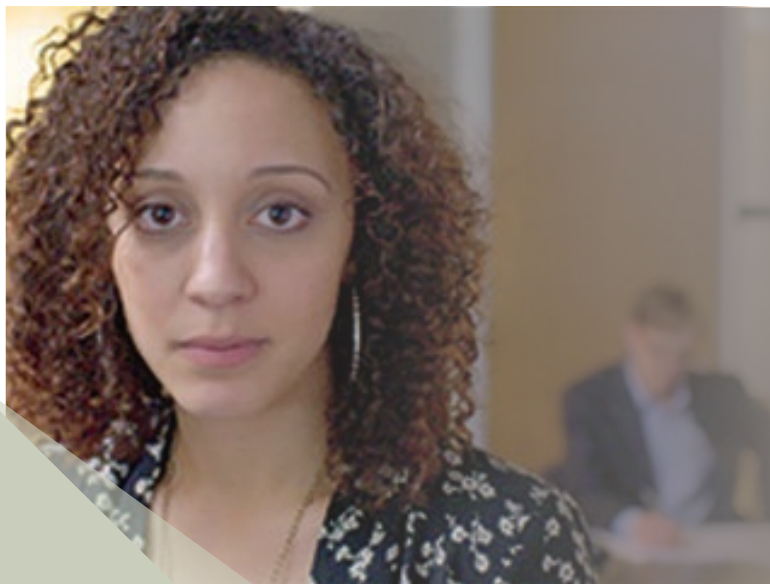
***This program is in collaboration with the Greater Raritan One-Stop Career Center and the Somerset County Library System (SCLS)***



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# 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:** Thursday,  
February 2<sup>nd</sup>, 2023

**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/7067447>

***This program is being offered in partnership with the  
Greater Raritan One-Stop Career Center and the  
Somerset County Library System (SCLS).***



# ***“Ouch! That Stereotype Hurts”*** **Workshop**

***“Saying Nothing Serves to Condone Bias.”***



**DATE: Thursday, March 2<sup>nd</sup>, 2023**  
**TIME: 10:00 am – 12:00 pm**

By attending this workshop participants will experience the impact of stereotypical comments, jokes and emails. The program will help explore why people don't speak up against stereotypes and other biased behaviors. Six techniques will be explored for speaking up.

This workshop has the audience think about whether they are equally respectful and effective with a “diverse” range of people including those that are similar and different. While we may never be completely free of all bias, we can work toward communicating in a bias-free way. This curriculum helps participants:

- Improve written and verbal communication by eliminating communication “static”.
- Ensure that one's message gets across – while conveying respect for others.
- Provides insight into the impact of language choices.
- Teaches ways to successfully recover when something inappropriate is expressed.
- Teaches participants how to speak up effectively if others stereotype or make biased or demeaning comments.
- Enhances one's credibility and influence as a communicator.

Staying silent in the face of demeaning comments, stereotypes or bias allows these attitudes and behaviors to thrive. Yet, most people who want to speak up don't know how. So, we say nothing. Biased, stereotypical, or otherwise demeaning communication undermines morale, teamwork, and productivity. “This undermines our ability to create inclusivity where all people are welcomed, treated with respect and able to do their best. As this program points out, “One voice — your voice — can make a difference.” And that is the beginning of building a world where all people feel included, respected, and able to do their best...”

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



<https://sclsnj.libnet.info/event/7067426>

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

