

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2022

One-Stop Operator February Update

February

February One-Stop Training Services Snapshot:

New Customers Served: **122**

New Training Grants Provided: **6**

WFNJ Referrals received: **83**

Active WFNJ Clients: **18**

Youth Employment Services Referrals: **6**

Active Youth Employment Services Clients: **46**

Individualized Career Assessments provided: **3**



One-Stop Training Center Staff Obtain NAWDP Certification

Congratulations One-Stop staff for receiving news that all staff, both direct service and administrative, have been awarded the Certified Workforce Development Professional (CWDP) certification. This certification requires staff to independently complete 8 hours of instruction, a series of exams, and a final certification exam. It also required a minimum of 1 year experience working within the field of workforce development.

According to the National Association of Workforce Development Professionals, the CWDP has “been validated by professionals across the nation in a variety of workforce settings as representative of the skills and competencies required for success in the industry”.

The One-Stop often encourages customers to obtain industry recognized credentials to show employers they have the competencies required for the job. In this case, the CWDP certification shows customers that One-Stop staff have the competencies required to best support them.

*One-Stop staff have the connections to the **local community**, knowledge of the **regional economy**, and now recognized as meeting **national workforce development professional standards**.*

Supportive Service Funding Check In

WIOA requires that supportive services be used to assist job seekers in overcoming barriers to employment. Supportive services can range from labor market information, resume and interview assistance, and can also include financial support such as transportation, exam/certification fees, childcare, and more.

The One-Stop has always provided supportive services as required under WIOA, but over the past two program years we now have a Greater Raritan Workforce Development policy and the funding to provide much needed financial support to purchase items and services to support job seekers in training and in obtaining self-sufficient employment.

Since PY21, approximately \$2,227.00 has been used to support the purchase of books, HSE/GED vouchers, in-demand certification/test fees, and transportation for 22 individuals in Somerset & Hunterdon counties.

See attached flyers for more information on our excellent One-Stop services for job seekers and our upcoming workshops!

Services for our Customers

- ◆ Individual career counseling and vocational guidance, provided by state-certified career counselors
- ◆ Services for specialized populations including veterans, youth, 55+, ex-offenders, public assistance recipients and those living with a disability
- ◆ Aptitude, interest and skill based assessments to guide career exploration
- ◆ Virtual workshops and webinars that provide the tools and skills needed to land a job in today's competitive market
- ◆ Free labor market information resources showing trends in current jobs and needed skills
- ◆ Workforce Learning Link services for those who are in need of Adult Basic Education, High School Equivalency, English as a Second Language and fundamental computer skills.
- ◆ Training grants that serve to upgrade skills and increase job seekers' marketability and ability to secure employment
- ◆ On-the-job-training grants that allow employers to make an investment in prospective new hires who would benefit from business-specific learning
- ◆ Recruitment events on different platforms that bring together job seekers and businesses who have job openings and are ready to hire
- ◆ Access to the latest job postings each week



Serving Hunterdon and Somerset Counties

For more information about our services, contact us at
 908-541-5780 or onestop@co.somerset.nj.us.

Visit www.thegrwdb.org/resources/ or text **onestop** to 56512 for weekly updates.

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Conquering Your Fear of Speaking in Public

WEDNESDAY
March 8th, 2023
1:00 pm – 3:00 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 register please use the following link:

<https://hclibrary.libcal.com/event/10303813>

On the day of the workshop, please use the following link to connect to Zoom and use this Meeting ID and passcode.

<https://bit.ly/3x0U0gi>

Meeting ID: 868.3449.6387 | Passcode: 372687

This program is in collaboration with the Greater Raritan One-Stop Career Center and the Hunterdon County Library System.

ONE-STOP CAREER CENTER

One-Stop Career Center Offers Job Assistance

THURSDAY

April 6th, 2023

10:00-12:00 PM

This is a virtual workshop via Zoom.

Somerset and Hunterdon County residents who are under or unemployed have a wealth of services available to them. Services include career and vocational counseling, job-related training in-demand occupations, veterans' benefits, reentry services and a full service job outplacement center called the One-Stop Career Center.

The Greater Raritan One-Stop Career Center is staffed with qualified professionals who can assist with obtaining employment and the training needed to meet the demands of the present workforce. This center also offers educational training programs in vocational and trade schools, state colleges and community colleges. Other services include, on-the-job training with local employers and apprenticeships in many fields. In addition, workshops are provided at various locations teaching the skills needed to land a job in a competitive job market.

Through New Jersey's One-Stop Career Center website, job seekers can find information about **job fairs and targeted recruitments, occupational training,** and programs offered by businesses and labor, opportunities for **veterans, mature workers age 55+ ,displaced homemakers, youth employment services** for those who are at risk ages 16-24, **ex-offender services,** and **assistance for those who are considering starting a new business.** Community Outreach Specialist and Career Coach, Jan Goodman will provide an overview of these services and how to access them.

This program is in partnership with the Somerset County Library System and the Greater Raritan One-Stop Training Center.



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To attend this workshop and register, please scan



or click on the link below.

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

The event will be provided to registrants upon completion of the RSVP.

CAREER WEBINAR: Creating a **DYNAMIC JOB PORTFOLIO**

*Includes a comprehensive focus
on resume writing*

Wednesday,
April 12th, 2023
10:00 am – 12:00 pm

Host:
Johnson Public Library

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

The job market continues to change, as does the way we look for work. This Workshop examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview.

What You Will Cover:

- Who are you?
- Writing the resume
- Creating a noticeable package
- Cover letters
- Getting into the flow
- Personal branding
- Refining and perfecting
- Transferable skills
- Getting to a new job
- Goal setting
- LinkedIn

How You Will Benefit:

- Learn how clients need to brand themselves using descriptive language.
- Explore the new normal for essential elements of cover letters and resumes.
- Learn the components of a customized portfolio.
- Design a personalized portfolio.
- Help clients develop a plan to move them to a new job.

Pre-registration is required.

To register please go to bit.ly/3H8CKud

Please note this is a virtual workshop via Zoom.

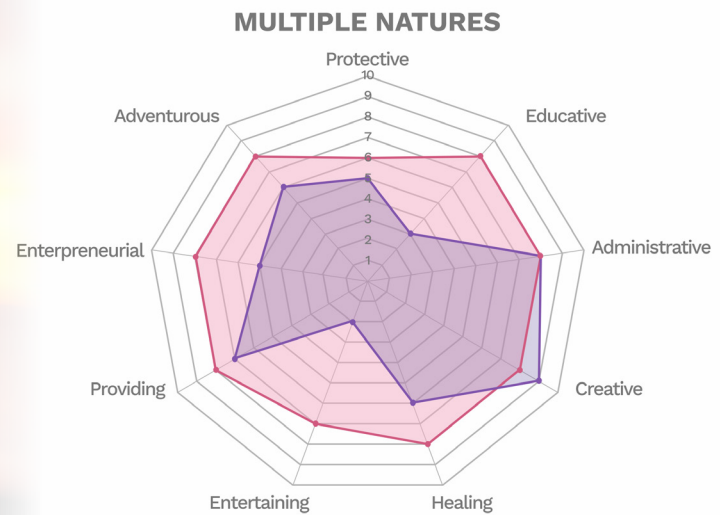
Please click on the link below to be connected to the workshop

<https://us02web.zoom.us/j/87244589619>

This program is in collaboration with the Johnson Public Library and the North Jersey Partners Regional Workforce Collaboration



Align Your Potential by Identifying Your Natural Abilities with Multiple Natures



**Wednesday,
April 19th, 2023
1:00pm – 3:00pm**

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.

Please click on the following link to register:

<https://hclibrary.libcal.com/event/10303908>

On the day of the workshop please click on the following link to join and use the Meeting ID and Passcode:

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

**Meeting ID: 873.7846.8498
Passcode: 768215**

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



The Art of EFFECTIVE COMMUNICATION



Thursday, May 4th, 2023

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 this workshop and register
please click on the link below:*

<https://bit.ly/3wC9oQe>



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This program is in partnership with the
Somerset County Library System and the
Greater Raritan One-Stop Training Center.

CAREER WEBINAR: Creating a **DYNAMIC JOB PORTFOLIO**

*Includes a comprehensive focus
on resume writing*

**Thursday,
June 1st, 2023
10:00 am – 12:00 pm**

**Host:
Somerset County
Library System**

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

The job market continues to change, as does the way we look for work. This Workshop examines the value of presenting yourself as a complete package by using a resume as an introduction to an employer and backing it up with a portfolio presented at the interview.

What You Will Cover:

- Who are you?
- Writing the resume
- Creating a noticeable package
- Cover letters
- Getting into the flow
- Personal branding
- Refining and perfecting
- Transferable skills
- Getting to a new job
- Goal setting
- LinkedIn

How You Will Benefit:

- Learn how clients need to brand themselves using descriptive language.
- Explore the new normal for essential elements of cover letters and resumes.
- Learn the components of a customized portfolio.
- Design a personalized portfolio.
- Help clients develop a plan to move them to a new job.

To join the Zoom meeting and register go to:
<http://bit.ly/3E98TB7>

This program is in collaboration with the Somerset County Library System and the North Jersey Partners Regional Workforce Collaboration.



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Mastering the INTERVIEW

**Thursday,
July 6th, 2023
10:00am – 12:00pm**

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

The interview is one of the key elements of the job search process. As with any skill, we can get better at it with preparation and practice. In this workshop, participants will explore how to prepare for an interview and become familiar with the types of questions to expect, as well as the questions they should think about asking. They will learn how to prepare for second interviews, testing, and shadowing, as well as how to follow up on their interview sessions.

Topics Discussed:

- Understanding the interview
- Types of questions
- Preparation
- Stress interviews
- Following up the interview
- Common problems and solutions
- Phase Two (after the interview)
- Trick questions
- Sealing the deal
- Getting what you're worth

How You Will Benefit:

- Understand the different types of interview questions and how to prepare to answer them.
- Learn the most effective ways to prepare for an interview, including how to present yourself professionally.
- Develop expertise at expressing yourself effectively.
- Know how to ask for feedback following an interview.
- Learn how to answer the toughest interview questions.

Host:
**Somerset County
Library System**

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To join the Zoom meeting and register
click on the following link:

<http://bit.ly/3S4HhD1>

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