

CAREER TRAINING SERVICES

ONE STOP OPERATOR'S REPORT

Program Year 2022

One-Stop Operator April Update

April

April One-Stop Training Services Snapshot:

New Customers Served: 222

New Training Grants Provided: 6

WFNJ Referrals received: 147

Individual Assessments: 8

Active WFNJ Clients: 40

Youth Employment Services Referrals: 15

Active Youth Employment Services Clients: 54



Greater Raritan One-Stop staff will be receiving individual Professional Achievement Awards from the Somerset County Commissioners and the Employee Recognition Committee in recognition of becoming Certified Workforce Development Professionals (CWDP).

Commissioner Director Shanel Y. Robinson will be announcing the award at both the April 25th and May 9th Somerset County Commissioners meetings, which are open to the public and available via live stream.

Success Story

Training job seekers to meet the needs of our local employers.

LT first met with the One-Stop after their employer of 10 years had shut down and having been unable to find a job after six months of searching. They had developed skills in manufacturing and supply chain management, but lacked the education and credentials needed to land a comparable job within the in-demand logistics industry. As the main earner of the household, LT applied for Temporary Assistance for Needy Families (TANF) once their unemployment insurance ran out.

LT worked with One-Stop career navigators to identify transferrable skills as well as any skill gaps between their current resume and available job requirements. Understanding that LT had extensive professional experience in manufacturing and logistics, an employment plan was developed that included a resume overhaul and enrolling in a supply chain management program at Rutgers University. The goal was to enhance skills, but also to highlight their existing skills through an industry recognized credential.

LT successfully completed the Rutgers training using a WIOA training grant through the One-Stop. Using an improved resume and job search strategy, LT quickly obtained a management position overseeing warehouse distribution at a local employer, earning significantly more than their previous job had paid. LT was able to obtain self-sufficiency for their family, and the skills and connection to One-Stop resources needed to support them along their future career path.

You are invited to the One-Stop Career Café!

See attached flyers for upcoming Somerville and Flemington dates!

The One-Stop will be hosting open house events called Career Café. Community partners, job seekers, and anyone from the community is invited to stop by for a cup of coffee, cookies, and to learn about our services and to ask questions.

So far, we have had two successful Career Café events in Somerville, with 24 attendees ranging from job seekers, community partners, and workforce development board members.

Come meet us in person! Put a face to a name, ask questions, tour our office, or simply come for the coffee and desert! We hope to see you at one of our upcoming events!

Greater Raritan One Stop Career Training Services Center

Job Seekers, Community & Faith Based Organizations, One Stop & Workforce Partners are invited to enjoy light refreshments as you tour our office, learn more about our free career services, sign up for a personalized career assessment and meet members of the team of professionals who are dedicated to developing career pathways for all we serve!

Spring Open House!

STOP BY FOR A FEW MINUTES OR STAY FOR A FEW HOURS!

**Tuesday,
May 23, 2023**

1:00 PM – 4:00 PM

**6 Gauntt Place, Flemington,
Building 2, Lower Level**

**IF YOU HAVE ANY QUESTIONS,
YOU CAN REACH US AT
908-541-5780 OR
ONESTOP@CO.SOMERSET.NJ.US**



Now Brewing!

Greater Raritan One Stop Career Training Services Center's

Career Cafe

SERVING YOU A FRESH BLEND OF JOB SEEKER RESOURCES!

If you are a job seeker, Community or Faith-Based Organization, One Stop or Workforce Partner please join us for coffee, cookies, and a casual conversation about our menu of services!

2:00PM - 4:00PM

March 31, 2023

April 28, 2023

May 19, 2023

June 30, 2023

One Stop Career Training Services Center
27 WARREN STREET, 2ND FLOOR, SOMERVILLE NJ

Our doors are open!



Questions? Reach us at
onestop@co.somerset.nj.us
or 908-541-5780



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The Multi-Generational Workplace

Wednesday,
May 3rd, 2023

7:00pm – 9:00pm

In Collaboration with the
Jewish Family Service of
Somerset, Hunterdon &
Warren Counties

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:

- Historical overview
- Meeting the needs of 6 distinct generations
- Cultural as well as generational differences
- Silents, Boomers, Xers, Ys, Millennials and Generation Z
- The impact of generation Z entering the workplace
- Finding common ground
- Differences and similarities
- Formative events of each generation's time
- Holding on for the good times
- What we really want

How You Will Benefit:

- Develop an understanding of where the generation gap issue surfaces and the impact it has on the modern workplace.
- Understand and apply language that is specific to each generation in the workplace.
- The importance of building a workforce with layers of generations each with defining characteristics.
- The critical crossroads for technology and digital advancement.

To register please email Elise Prezant at:
eprezant@jewishfamilysvc.org



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

*Includes a comprehensive focus
on resume writing*

Friday,
June 9th, 2023
10:00 am – 12:00 pm

Host:
**PSG (Professional Service
Group) of Mercer County**

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 participate in the virtual workshop please go to PSG's Website:
www.psgofmercercounty.org and click on the event calendar tag.

Go to the designated month and date.

Click on the GoTo Meeting link on the date.

Participants may also attend the meeting live at the

Princeton Public Library: 65 Witherspoon Place, Princeton, NJ



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The Multi-Generational Workplace

Monday,
June 26th, 2023

10:00am – 11:30am

In collaboration with the
Professional Service Group
of Central NJ (PSGCNJ)

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.

To register please visit the PSGCNJ site at:

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

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



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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**

**SC
LS** NEW JERSEY



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

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

Co-sponsored with the **Greater Raritan One-Stop Training Services**



WORKFORCE LEARNING LINK

- Get your high school diploma.
- Upgrade your skills to enter an occupational training or post-secondary education program.
- Enhance your basic literacy and computers skills to obtain or maintain employment.

TWO LOCATIONS

HUNTERDON COUNTY

8 Bartles Corner Road, Suite 205
Flemington
908-237-5000

SOMERSET COUNTY

27 Warren Street, 2nd floor
Somerville
908-541-5781

FREE to eligible residents of NJ age 16 and up
Click <http://bit.ly/3qr7cp5> to complete an application

