

# CAREER TRAINING SERVICES

## ONE STOP OPERATOR'S REPORT

Program Year 2022

One-Stop Operator March Update

March



### One-Stop Staff Connects with Community Resources

This past year, the One-Stop worked hard to outreach to our Somerset & Hunterdon County community partners. This spring, in addition to our continued outreach we decided to take the opportunity to visit some of our partners.

On March 23<sup>rd</sup>, One-Stop Career Navigators attended the Supply Chain Symposium at Raritan Valley Community Colleges. As a growing industry in New Jersey, it's important that we stay up to date on employment trends. While we have many resources at our disposal, such as labor market data, we find it helpful to also hear from industry experts themselves.

On March 24<sup>th</sup>, staff visited the new Montgomery Library (pictured above) for a tour and to learn about the many resources available for adult learners and job seekers at Somerset County Library branches.

All this information allows One-Stop staff to be integrated in the local community and aware of the many different resources and services to assist our job seekers. Often times, to best serve our job seekers we need to braid different services together. Being knowledgeable on other community services allows us to do this successfully.

### March One-Stop Training Services Snapshot:

New Customers Served: **215**

New Training Grants Provided: **9**

WFNJ Referrals received: **138**

Active WFNJ Clients: **27**

Youth Employment Services Referrals: **6**

Active Youth Employment Services Clients: **50**

*Now Brewing!*

Greater Raritan One Stop Career Training Services Center's

## Career Café

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

  A proud partner of the  

### You are invited to the One-Stop Career Café!

Over the next several months, 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.

We are finalizing the date for an open house in our Flemington One-Stop office sometime in May. More details to follow!



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# 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](https://bit.ly/3H8CKud)

Please note this is a virtual workshop via Zoom.

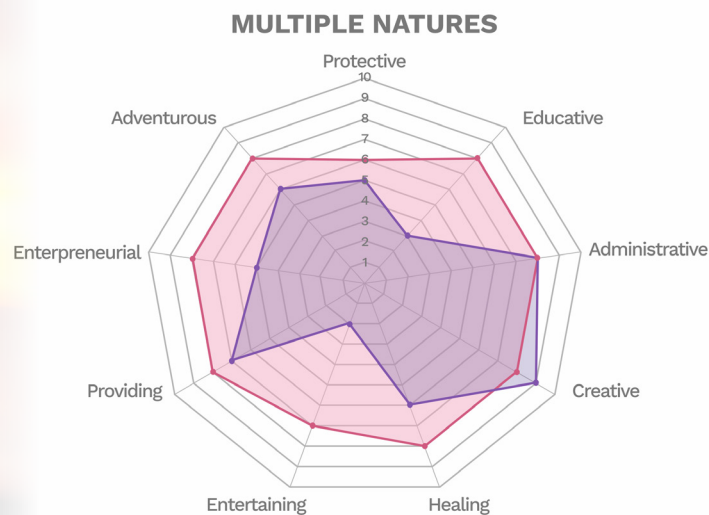
Please click on the link below to be connected to the workshop

<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 19<sup>th</sup>, 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 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](mailto: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
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- 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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# 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**

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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**