



The Training Post

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Summer Edition

July 2023

Surf's Up!



Ride the Wave and Embrace the Now

Time to catch some waves and enjoy the ride! The past few years generated challenging tides and waves, like the pandemic and other stressors, but we managed to stay afloat. Metaphorically speaking, we rode a monstrous wave, adapted, and became fluid. Perhaps our surfer mentality subconsciously kicked in. Surfers know to ride the wave and embrace the now.

This summer, look for opportunities to relax your mind and wait for the next wave; it could be a new assignment, an exciting professional development opportunity, or even a new job. Whatever comes your way, face it head-on, focus, be agile, and most importantly, don't be afraid to fall off your board. You can get right back on; you got this.

In this edition of **The Training Post**, we want you to be stoked by our epic featured training and development opportunities, professional growth advice, and beneficial updates and tips for the Learning Management System (LMS) and ePAR.

“

You can't stop the waves, but you can learn to surf.

– John Kabat-Zinn

New Releases >

In each edition of **The Training Post**, be sure to check out the list of highly recommended Quarterly Courses, Specials, and Training Promotions.

1. Outlook Intermediate

CSC - July 18

2. PowerPoint Essentials

MCCC - Aug 1

3. Customer Service

MCCC - Aug 9

4. Microsoft Word Intermediate

MCCC - Aug 14

5. Visio Advanced

MCCC - Aug 15

6. PowerPoint Intermediate

MCCC - Aug 23

7. Microsoft Word Advanced

MCCC - Aug 31

8. EEO Law and Administrative Investigations - eCornell Certificate Program *

VILT - Zoom - 9/12, 9/13, 9/23, 9/27, 10/2, 10/4, 10/17, & 10/18

*Enroll by July 10th to receive a discounted enrollment price!

Coming this fall:

NJ STEP - Regional Offerings
HR Horizons
TIPS

Please contact CLIPTraining.Support@csc.nj.gov with any registration or program inquiries.



Student Spotlight



Karen Terrell

“We all work better together because of the knowledge and connections we made during our class interactions.”

Meet Karen Terrell, an Administrative Clerk with a public service career that spans 19 years. Ms. Terrell is tasked with managing the day-to-day operations of the Public Works Department in the City of Atlantic City.

A motivated self-starter, Ms. Terrell sought the NJ STEP program to enhance her supervisory skills to better assist employees she interacts with daily. Terrell’s responsibilities include supervising subordinates, overseeing functions involving DEP/EPA reporting, payroll, and purchase order processing. Regarding pursuing a program that focused on professional development she stated, “I am always looking for better ways to improve my skills.” Reflecting on the feedback received from colleagues about NJ STEP, Ms. Terrell remarked, “I heard great things about the class and was looking forward to what it would have to offer.” Ms. Terrell knew the program was ideal for leveling up her skills. Additionally, she shared that the engagement emphasized throughout the program allowed her and her peers to gain “a better understanding of each other’s needs and responsibilities with the different departments and divisions.”

The exploration of management techniques and communication styles during the NJ STEP class contributed to a more respectful and supportive work environment. Further reflecting about what was collectively learned in the program, Ms. Terrell recounted that “we all work better together because of the knowledge and connections we made during our class interactions.” Ms. Terrell’s experience in the program made a lasting impression; she emphasized that the NJ STEP class “was a successful training experience.”

DID YOU KNOW?

To date, 1,582 participants have completed the NJ STEP program.



How to Use Bing’s AI-Powered ChatGPT

If you’re following Artificial Intelligence (AI) conversations and wondering how you can dive in on the action, read on, to learn how to leverage this trending technology.



Figure 1: This image was created by Bing’s Artificial Intelligence Image creator

Microsoft’s Bing ChatGPT (Generative Pre-trained Transformer) is one of the new waves of generative chatbots that can generate ideas, write draft emails, reports, poems, and summarize articles.

How to Use Bing’s AI-Powered ChatGPT

1. Launch Microsoft Edge

and click the B logo in the upper right-hand corner.

2. Choose your conversation style:

- **More creative** – produces innovative and fresh responses to your questions.
- **More balanced** - produces responses that sound more casual and human-like.
- **More precise** – presents responses in a shorten form.

Chatbots - software that answers queries by simulating human-like conversations.

3. Enter your question or prompts in the Ask me

anything field and press enter to submit them.

The responses are displayed, and this is where the difference from using a regular search engine is noticeable. Instead of being presented with links to further your search, you can continue the conversation or use the follow-up questions to refine your search.

Now that Bing is powered by AI, your surfing experience should yield more effective search results, but a word of caution – AI powered chatbots are still in developmental stage, so avoid entering anything in the chatbot that you don’t want to share publicly. We’ll discuss this in a future issue.



The BUZZ

Surfing the Waves of Change

At CLIP, we strive to provide our participants with innovative and cutting-edge learning experiences. *"The Buzz,"* features the latest training trends and noteworthy "buzz" about various professional developmental themes. In the present climate, there has been an overall shift in the platforms, applications, and everyday tools we use to get our work done. In this edition, we will explore ways to stay current and expediently acquire skills in an evolving workforce.

In today's rapidly evolving world, technological advancements are reshaping industries and transforming the way we work. To stay relevant and excel in our roles, New Jersey State employees must embrace professional training and utilize development resources that empower them to navigate these changes effectively. Safely surmounting the waves that threaten us in our professional lives requires extensive practice and dedication. Here are three things you can pursue to take you to new heights.

1. Receive In-Person Instruction: CLIP offers a variety of Instructor-Led Trainings specifically designed to enhance employees' skills and competencies. These programs can

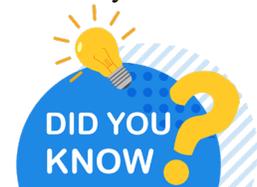
cover a wide range of topics, including project management, communication skills, leadership development, and technical training.

2. Leverage Online Learning Platforms: The digital age has made learning more accessible than ever before. Online e-learning platforms, like the Learning Management System, offer a plethora of courses and certifications covering various topics. New Jersey State employees can take advantage of these resources to acquire new skills, master new technologies, and stay ahead of the curve in their respective fields.

3. Engage in Continuous Learning: Technological advancements are relentless, making continuous learning a necessity. New Jersey State employees should cultivate a mindset of lifelong

learning and dedicate time regularly to acquire new knowledge and skills.

New Jersey State employees must embrace professional training and utilize the development resources available to them to effectively surf the waves of change. In a world shaped by rapid technological transformations, those who proactively invest in their professional development will be better equipped to navigate change, embrace new opportunities, and thrive in their careers. The effort expended will be will be more than worth your while.



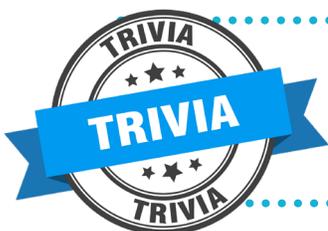
The U.S. has est. 100,000 thunderstorms each year.

ePAR Insider: Ride the ePAR Wave



Like waves in the ocean, the ePAR review comes in cycles. Every six months, raters prepare interim or final reviews as the ratees await their evaluations. A meeting is held, the scores are revealed, and the next cycle begins. It can seem like an arduous task at times. To make the most out of the

ePAR experience, try incorporating the "surfer's mentality" into the process. Embrace it, knowing that it will come again. Live in each moment of the rating cycle, focusing on applying employee development concepts in between the waves of evaluations. This will help make your next ePAR "off the hook!"



What is the top summer vacation in the United States?

- A. a resort, B. a lake, C. national parks, D. a famous city, E. the beach or ocean (see p. 6)



The Surfer Mentality

Each time a surfer paddles out from a sandy shoreline into the seemingly never-ending depths of the ocean, they must mentally prepare themselves. It does not matter if a slight ripple or crushing breaker awaits them, they must be ready to take it head-on regardless. A surfer's mindset is unique and contains skills that can be utilized both on the board and in daily life.



Stay in the Moment

When a wave is approaching, surfers do not think about something that happened in the past or what is to come. Being present and focusing solely on the wave in front of them is their only goal. We often become caught up in thoughts, but it is important to remain in the present.

Embrace Adventure

Daily routines can feel monotonous and as humans, we are inclined to stick with what is familiar. However, this can hold us back from discovering all the opportunities life has to offer. Surfers embrace life by taking chances and exploring the unknown which we can all benefit from.

Find Your Strength

Surfing is not easy. It takes a lot of strength and momentum. Surfers know this, and they take care of both their bodies and minds by working out, eating healthy, and doing the things that bring them joy.

Accept the Challenge

Giving up is not an option when a surfer is in the middle of the ocean. Instead of viewing a wave as impossible, they see it as a challenge. Having this mindset will change how we approach new circum-

stances when they arise and our response.

Never Give Up

Once a surfer is standing on their board, they have already made the decision to surf the wave. Having doubts or second thoughts will only make failure more likely and success impossible. The surfer mentality reminds us to keep going and see things through to the end.

Maintain Balance

Riding a surfboard requires a lot of balance. This is something surfers are skilled at on and off the beach. We could take a lesson from their guidebook by finding ways to manage a healthy work/life balance that benefits us.

Discover Your Passion

Surfers are passionate about riding waves. They translate this into their everyday lives by knowing what brings them joy and sparks a fire within their soul. If everyone were to live like this, there would be many happier people in the world. Get out there because surf's up!

LMS Café

The "LMS Café" has something for everyone. In each edition of **The Training Post**, the LMS community can find information on new course releases, blended learning recommendations, and for our LMS administrators, system updates.



What's Brewing

LMS learners - Remember to take your mandatory training!

View our *CLIP All Access* themed courses for this quarter.



July 27th - National Intern Day



Supervision: Managing Interns – HSI/ej4



August 9th – National Book Lovers Day



The Power of Now: A Guide to Spiritual Enlightenment
Eckhart Tolle - Blinkist



September 15th - National Online Learning Day



What is Mindfulness? - Mind Channel

Signature Blends

(*available with a CLIP All Access Pass)

*Excel 2021 Basics by Infobase

Classroom Complement: **Excel Essentials**

*PowerPoint 2021 by Infobase

Classroom Complement: **PowerPoint Essentials**

*Word 2021 by Infobase

Classroom Complement: **Word Essentials**

LMS Barista

What does "Expired" mean on a certification in the LMS?

"Expired" means the learner missed the training date. For example, if the learner took Security Awareness on 5/1/22, the learner needs to take the same training on 5/1/23. If the learner missed the date, then the LMS will display an "Expired" status (Expired on 5/1/2023). If the status on your certification has expired, the training will still be available for you to take.

Writing @ Work



The Writing Process: Create your Wave and Glide

Columnist Angela Abraham described a pivotal instance of surfing this way, “If you catch the moment, the wave will carry you.” And while Angela’s statement relates to a sport, we may also consider it an apt analogy to adapt for business writing. In other words, you can take steps to create your writing wave and glide through the process.

Steps to Create Your Wave:

Explore

Consider both sides. What points do you want to convey to your reading audience? Conversely, what expectations might they have about your communication?

Gear up

Effective business writers gather details, facts, quotes, and/or documents to substantiate the information in their communications. What supporting references might you need to include in yours?

Focus

Establish your direction; it can be expressed in a lead sentence, a summary paragraph, or a title. What path will you establish for yourself and your reader(s)?

Order

Make it flow. Will your communication be clear? Follow an outline to provide a reading path.

Draft

Consider your first draft your practice wave. Use it to check your content and flow. Whenever possible, share your draft with a colleague who can provide feedback about your writing form.

Change Course

Finally, reserve time and focus for revisions. This step includes proofreading and editing to change course if needed. Put another way, you can change course and get to a clearer message for your readers.

If you’re interested in learning more, please register for our [Business Writing](#) class.



Congratulations to
Echnamy Vasquez
from the
Department of
Labor

You have been selected to receive the “Free Single-Day Training”.

Thank you to all of our Spring “Question Corner” respondents.

Spring Question:
Tell us about a time you paid it forward.

Spring Responses >



If you have questions or suggestions for topics you would like to see in **The Training Post**, email us at Trainingfeedback@csc.nj.gov.

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Charleen Moore, Writer:
TechTips
Tira McCants, Writer:
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Denise Salvatore, Editor
Janet Thompson, Editor, Writer:
Writing @ Work
Chrysti Neuman, Designer

Question Corner

Summer Question:

What career advice
would you give your younger self?

Respond >

Respond to be entered into our FREE Training Drawing. By submitting to the Question Corner, you are authorizing CLIP to publish your response.

Surf's Up!



State of New Jersey

Governor Phil Murphy | Lieutenant Governor Sheila Y. Oliver

Civil Service Commission

Chair/Chief Executive Officer Allison Chris Myers

Trivia Answer

Correct answer: E.The beach or ocean

References

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Professional Development Toolkit:

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Trivia: <https://funfactoday.com/seasons/summer-facts-and-trivia/>