



# The Training Post

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Winter Edition

January 2021



## Let Go & Grow: Be Innovative in 2021

### Be Innovative in 2021

Happy 2021! While 2020 will be recorded as one of the most challenging years in our lifetime, there were some positive initiatives implemented, and lessons learned. Our ability to be flexible and innovative in a crunch is critical to driving momentum, staying relevant, and achieving success. Flexibility enables us to change while innovation creates change.

As we approach the four-year anniversary of **The Training Post**, we felt it fitting to initiate change and innovate our look. We understand that you don't have to reinvent the wheel; however, it's clever to find different ways to use it.

In this edition of **The Training Post**, we encourage you to "let go and grow" with our featured training and development opportunities, professional growth advice, and beneficial updates and tips for the Learning Management System (LMS) and ePAR.

“

*If you want something new, you have to stop doing something old.*

– Dave Manning

### New Releases >

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

1. **Virtual Instructor-Led Training** (February)  
*Business Writing | SOS! Time Management Workplace Diversity and Inclusion*
2. **Virtual Instructor-Led Training** (Coming Soon)  
*BO 4.2 Novice Fiscal | MS Excel Essentials MS Teams*
3. **NJ CPM Program**  
Now accepting applications for the **Cedar Grove 1** and **New Brunswick 4** cohorts



## Training Advocate Spotlight

### BETTYANN GRIFFIN

With an expansive career in employee training and development, BettyAnn Griffin manages the Office of Organizational Development and Training at the Department of Environmental Protection (DEP). Ms. Griffin's background in education with concentrations in training and curriculum development, prepared her to assume her current position. Professing her inclination towards her current role, she stated that it was, "during this time, I realized how much I missed developing training, and how passionate my interest was in developing training that met DEP's unique needs."

Ms. Griffin is proud that DEP strongly supports and recognizes the benefits of training for employees at all stages of their careers. Ms. Griffin highlights training (mandated, certification, and agency specific) through DEP's onboarding process. Additionally, she assesses employee training

needs to determine which CSC, CLIP training programs align with their skills. As the Agency Training Coordinator, Ms. Griffin ensures that mandatory classes are implemented, and compliance is met.

An advocate for continuous education, Ms. Griffin indicates that, "CSC, CLIP is the primary resource for training for government employees. The training programs provide a sound foundation in topics that range from communication, to technical skills, to supervision and leadership."

Pivoting to online training delivery, Ms. Griffin emphasized that embracing technology is crucial to "staying current with its progression."

Ms. Griffin finds the changing landscape of the training profession to be challenging, but also rewarding.



*"CSC, CLIP is the primary resource for training for government employees."*

*Because successful training programs are not just about content, each edition of The Training Post will spotlight an individual who has been involved in one or more of the many professional development programs offered by CLIP.*



### Create Engaging PowerPoint Presentations

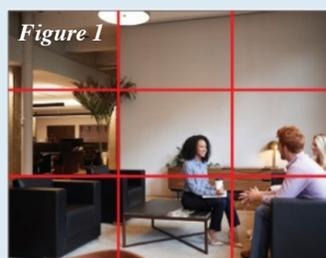
*Imagine you've spent weeks preparing for an important presentation. It's the big day, you're presenting and the unthinkable happens; you notice some people are staring at their phones, and you even hear a snore somewhere in the*

*back of the room. You thought you would "wow" the crowd. You begin to think, "where did I go wrong?"*

These three tips will help you engage your audience and have them talking about your presentation for weeks.

#### Use the Rule of Thirds

To apply this rule, divide your screen into thirds horizontally and vertically as shown in *Figure 1*. Then, position your image point of interest at one of the line intersections or in one of the third cells. This simple act promotes a visually balanced image and generates energy and interest from your viewers.



#### Insert Graphics Instead of Bullet Points

Research shows that people retain information better when it is presented with pictures and words than from words or pictures alone. Consider converting your bullet points into graphical elements. This change will help your audience remember information long after the presentation is over.

#### Take Advantage of White Space

White space (negative space) is the space around an object or unused space in a section of a document. It is not necessarily space that is white. White space improves readability, comprehension, and provides "rest stops" for the eyes within your document.

Implement these three quick guidelines when creating your next presentation to maintain an attentive audience and to help your viewers retain information.



# The BUZZ

## RAPID RESKILLING

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.

Let’s get straight to the point—the workplace as we’ve known it has changed. It’s true, and according to the Organisation for Economic Co-operation and Development, one-third of all jobs worldwide could be transformed by 2030. The good news is that there’s opportunity to balance labor demands during this critical time.

Rapid reskilling means training current employees for new and emerging positions as well as retraining them to be effective in an advancing workforce. Think about the rapid changes that have

occurred in the past year, such as using technologies like Zoom and Teams to conduct meetings. The change in pace and range has been exponential compared to some prior innovations effecting our workforce, such as ATM’s chatbots, industrial robots and other forms of automation.

We need to keep up. We must first recognize if “newskilling” or the need for new skills is required. Next, we should determine which essential skills can be rapidly taught to those who possess related skills. Finally, reskilled employees should be assigned to new positions to fulfill a demand.

While there are different methods to reskilling, such as mentoring, eLearning, and blended learning, with the right plan selected, everyone wins. The employee experiences fulfillment, gains skills, and finds opportunities for advancement. The employer cultivates continuous learning and creates a competent and engaged workforce. And lastly, the organization fosters knowledge transfer and increases retention.

Along your path to improve your skillsets or rapidly reskill your team, remember to access resources such as CLIP’s OpenSesame and Skillsoft learning catalogs.

### ePAR Insider: Collaborate to Innovate

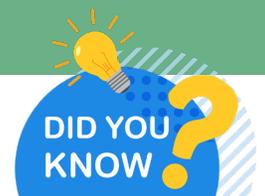


Last winter, the ePAR Insider focused on the evolution of the Ratee in the ePAR process. This winter, we consider the “feedback” feature in ePAR, a proactive way to involve the Reviewer during the rating cycle. As a Rater, it can be frustrating to complete a section of your Ratee’s ePAR, have them sign off, and then have the Reviewer disagree with the outcome.

By using the feedback feature, the Rater can communicate confidentially with the Reviewer throughout the process to achieve agreement regarding expectations or ratings for the Ratee. You can refer to the ePAR Users Guide found on your myNewJersey page for more information on this innovative and potentially time-saving feature in ePAR.



Who was the first African American female to hold a patent for a software invention? (see p. 6)



Employee Appreciation Day is March 5<sup>th</sup>.



## The Path to Shedding Your “Old” Self

To paraphrase Suki Waterhouse, “We are greatest when we are constantly shedding our old selves and moving into new light.” Relatedly, we may need to shed certain ways of thinking to revamp our professional selves and spur innovation at our workplaces. Consider the following:



### What do You Value?

You are likely not the same person you were 10 or even 5 years ago, so your work values have probably changed. Holding on to ideals about what was significant to you in the workplace in the past stagnates your professional momentum. Take stock of what matters to you currently and act. For instance, do you value being a leader, but shy away from seeking leadership roles? Then, it’s time to acknowledge this value and seek formal or informal leadership opportunities. *Ask yourself:*

- “In what ways can I take the lead and advance upcoming work projects?”

Recognizing and applying your values to your work is an important step to professional growth.

### It’s an Evolution

Along with assessing our values, the path toward shedding your old self requires us to refuse the idea that certain

skills are “not for us”. If you have this thought pattern, *ask yourself:*

- “Why am I really shying away from learning these skills?”
- “What do I have to gain and contribute from learning them?”

Shed ideas about what you won’t pursue if your reasons are based on fixed perceptions of yourself. Instead, focus on evolving and applying new skills creatively.

### What’s Your Plan?

Without plans, our concepts remain just that – ideas. Develop a “roadmap” to reach milestones toward your professional innovation. Solidify a timeline that’s doable and reward yourself as you complete each action. Last, anticipate roadblocks. When challenges arise, be ready to change your mindset from “I can’t do this because...” to “I can do this, if...”

*“You must master a new way to think to master a new way to be.”*

- Marianne Williamson

## LMS Cafe

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

**NJ State Policy Prevention of Discrimination and Harassment in the Workplace**

**Working Safely Together: Keep Your Space Cover Your Face**

**NJ STEP Learning Path (available with CLIP All Access Pass)**

*Below, view our CLIP All Access themed courses for the next quarter.*



**National Mentoring Month**  
Mentoring: 06. Creating a Successful Mentoring Relationship



**Festival of Sleep**  
Sleep, Rest & Renewal from the Everyday Wellbeing Series



**Black History Month**  
Attracting and Retaining Black Talent



**National Random Acts of Kindness Day**  
Small Acts of Kindness: Create Energy Around You



**Zero Discrimination Day**  
Protecting Employees from Workplace Discrimination



**International Women’s Day**  
Women in Leadership: Creating an Environment for Women to Succeed



## Signature Blends

(available with a CLIP All Access Pass)

**Excel in 30 Minutes: Getting Started**  
Classroom Complement: **MS Excel Basic**

**The 12 Guidelines of Effective Time Management**  
Classroom Complement: **SOS! Time Management**

# Writing @ Work



## Write Your Way to a Perfect Pitch

To paraphrase author and motivational speaker, Marcus Buckingham, “innovation can be sown throughout an organization...”. To successfully sow an idea in the workplace you have to write a convincing pitch. One way to do this is by using rhetoric also known as the “art of persuasion.”

Here are three methods you can use to write your pitch - persuasively:

### Logos

#### *The Logical Approach*

- Support your idea with accurate information.
- Include examples and quotes.
- Provide your reader with unquestionable facts.

### Ethos

#### *The Ethical Approach*

- Be credible; convince

your readers that you know your topic.

- Recognize your intended readers; ask “who is the right audience for my pitch?”
- Do your research and quote trustworthy sources.

### Pathos

#### *The Emotional Approach*

- Use words and expressions to evoke emotion from your readers (e.g. enthusiasm).
- Explain your idea with vivid descriptions.
- Tell a relatable story about your idea.

Depending on your situation or audience, any or all of these approaches could be used. You will need to assess which persuasive approach will best get your point across. Keep these persuasive methods in mind and you can write a solid pitch every time.



Congratulations to **Bosede Opaleye** from DOH Ancora Psychiatric Hospital

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

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

**Fall Question:** Which wellness dimensions will you work on for the rest of the year?

Fall 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](mailto:Trainingfeedback@csc.nj.gov).

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### Credits

LaVida Stalsworth, Chief Editor:

*Introduction, Recommended Courses, and LMS Cafe*

Janet Thompson, Editor:

*Writing @ Work and Professional Development Toolkit*

Charleen Moore, Writer:

*#TechTips*

Ron Jones, Writer/Designer:

*The Buzz*

David Allen, Writer:

*ePAR Insider*

Tira McCants, Writer:

*Spotlight*

### Question Corner

## Winter Question:

**What new idea have you shared with your organization to improve or enhance your work environment?**

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



# Let Go & Grow: Be Innovative in 2021

## State of New Jersey

Governor Phil Murphy | Lieutenant Governor Sheila Y. Oliver

## Civil Service Commission

Chair/Chief Executive Officer Deirdre L. Webster Cobb, Esq.

### Trivia Answer

Janet Emerson Bashen holds a patent for her software, LinkLine, a web-based application for Equal Employment Opportunity (EEO) methods and documenting procedures.

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Hurst, C. How to reinvent yourself & be the best version of yourself. Greater Minds. How To Reinvent Yourself & Be The Best Version Of Yourself (thelawofattraction.com)

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Figure 1: The rule of thirds: image taken from [sfmagazine.com/post-entry/may-2019-10-tips-to-improve-your-presentation-slides/](https://sfmagazine.com/post-entry/may-2019-10-tips-to-improve-your-presentation-slides/)

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#### *The Buzz:*

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