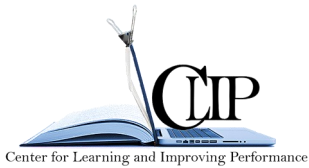


# The Training Post



Feel the summertime vibes! This summer, find ways to simplify your life and bring out the “cool” in you. Whether you are leading a major project or planning a vacation, look for ways to streamline the process and avoid sweating the small stuff.

In this edition of **The Training Post**, we direct your focus to the concept of simplicity in the summer. Catch the wave with our relative stories featuring training and development opportunities, professional growth advice, and beneficial updates and tips for the Learning Management System (LMS) and ePAR.

Whatever comes your way this summer, “Rise above the storm and you will find the sunshine.” - Mario Fernandez

## Quarterly Classroom Courses and Specials

*\*Please note that contract classes are available upon request.*

**Business Writing**

**HR Horizons**

**Leadership Education and Development (LEAD)**

**Microsoft Office Training, including Microsoft SharePoint Site User and Administrator Training**

**NJ Supervisory Training Empowering Performance (NJ STEP)**

**Principles of Investigative Interviewing and Reporting (PIIR)**

**Supervisor Success Series (S3)**

**Techniques for Improving Performance (TIPS)**

**Triple Play Training Bundle** (for Local Government Employees):  
Understanding Title 4A, Discipline and Grievance, and CAMPS

## New Releases Coming this Fall

**Clerical Apprenticeship Program for Excellence (CAPE)**

**Conscious Workforce:** Preventing Harassment and Discrimination

**Executive Development for Government Excellence (NJ EDGE)**

**Leading a Conscious Workforce:** Preventing Harassment and Discrimination

**Project Management Essentials** (Updated)

Please visit our website site at [www.nj.gov/csc/employees/training](http://www.nj.gov/csc/employees/training). You may also contact a customer service team representative at (609) 777-2225 or [CLIPTraining.Support@csc.nj.gov](mailto:CLIPTraining.Support@csc.nj.gov).



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

In this edition, we spotlight Judge John Futey, distinguished Administrative Law Judge, 2019 recipient of the Public Service of the Year Award by the NJ Chapter of the American Society for Public Administration (NJASPA), and a long-time NJ Certified Public Manager (CPM) Program instructor and Capstone Advisor.

Judge Futey’s prominent career spans several decades and he has been involved in training for 24 years. During this period, he has trained NJ judges and Deputy Attorneys General. He has also taught at the NJ Institute for Continuing Legal Education. Relatedly, Judge Futey has established an equally esteemed standing as a NJ CPM instructor and Capstone Advisor.

In his dual capacities with the program, Judge Futey highlights a keystone of his practices as the professional evolution of his students based on current public service executive models. Judge Futey recognizes the benefits of the NJ CPM Program for executive -level leaders in the public sector. Anyone who has had Judge Futey as their instructor or Capstone Advisor knows he is a champion of the T.H.I.N.K philosophy. “I constantly encourage students to T.H.I.N.K. as noble public servants, and it is gratifying to see them echo those thoughts well after they have completed the NJ CPM Program.”

If you’re interested in learning more about the CPM program, visit <https://www.nj.gov/csc/employees/training/classroom/cpm.html>.



# #TECH TIPS

## The 6 Computer Tricks Everyone Should Know

Despite your tech savviness level, there are minor obstacles everyone may encounter when using a computer. Here are 6 best computer tricks everyone can learn to keep their computer fast, safe, and easy to use.

### 1. Get back the tab

If you want to retrieve a tab, just press 'Control' (or 'Command' on Mac), plus 'Shift,' plus 'T,' the tab will reappear.

### 3. Open a link in a new browser tab with one click

Click the 'middle' button on your mouse, the link will open in a new tab.

### 4. Copy a file by just dragging it

Hold the 'Alt' key ('Control' if you are using a PC). Then, click and drag the file to create a copy you can place anywhere you wish by un-clicking.

### 5. Move your window to any side of the screen, or to the next monitor.

If you click the 'Windows' key, plus one of the arrows (right, left, up, or down), your current window will move to that side of the screen. Please note this command only works for Windows machines.

### 6. Reset your browser so it's not zoomed in

Here are three ways to change zooming in your web browser:


'Control' (or 'Command' on Mac) plus '0' resets it to default

'Control' (or 'Command' on Mac) plus '+' zooms in

'Control' (or 'Command' on Mac) plus '-' zooms out

#### References:

McAlone, N. (2018). "8 Great Computer Tricks Everyone Should Know." Retrieved from: <https://www.stuff.co.nz/technology/digital-living/101169471/8-great-computer-tricks-everyone-should-know>



## Trivia

Spanning 5.57 miles, this New Jersey boardwalk is the longest in the world.

a. Wildwood, NJ      c. Point Pleasant, NJ  
b. Atlantic City, NJ      d. Seaside Heights, NJ

*The answer is b. Atlantic City!*

## The Buzz...

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" on various professional developmental themes. In this edition, we are providing a sneak peek into CLIP's latest program, the Clerical Apprenticeship Program for Excellence (CAPE).

### CAPE: Calling all Apprentices!

According to the U.S. Department of Labor, apprenticeship helps organizations develop highly-skilled employees. Apprenticeship programs also reduce turnover rates, increase productivity, and lower the costs of recruitment. This fall the Center for Learning and Improving Performance (CLIP), in a collaborative partnership with the NJ Community College Consortium for Workforce & Economic Development, will launch a clerical apprenticeship program for NJ's public sector. CLIP is developing program content and strategically planning the launch of CAPE (Clerical Apprenticeship Program for Excellence). The purpose of CAPE is to meet the growing need to expand clerical training and establish career pathways for advancement. CAPE will afford newly hired and existing clerical employees the opportunity to obtain Related Technical Instruction and On-the-Job Training.

#### CAPE will:

- Improve employees' professional marketability by developing a range of essential clerical skills;
- Provide employment opportunities and pathways to advance careers;
- Introduce and reinforce knowledge and skills in key clerical areas;
- Enhance the New Jersey state clerical workforce;
- Afford New Jersey government departments and agencies opportunities to meet or exceed their employee development and training goals.

Apprentices will receive classroom training from experienced college instructors and online course assignments. The program will be offered in northern, central, and southern NJ at regional community colleges. Apprentices will attend classes one to two days a week over the course of 21 weeks (144 hours). Upon completion of the program, each apprentice will receive a certificate and may be eligible to obtain up to 8 college credits.

For more information about CAPE and the application process, visit the CLIP website <https://www.nj.gov/csc/employees/training/classroom/cape.html>.

#### References:

United States Department of Labor. Apprenticeship Toolkit: Advancing Apprenticeship as a Workforce Strategy. Retrieved from: <https://www.dol.gov/apprenticeship/toolkit/toolkitfaq.htm>



## Create a Personal Brand that Sizzles

*Personal branding is the process of determining the professional and personal qualities that make you unique and ensuring your interactions and accomplishments reflect the same message. Creating a personal brand is much more than just a job title and job description. Your brand should be authentic to you, relevant to your organization’s mission, and evolutionary as your career progresses. It’s important to maintain a clear vision of your brand by keeping it focused and simple.*

**What is your brand? How would you define it to someone else? Use these tips to get started:**

**Figure out who you are.** Be introspective, and create a list of your personal strengths. Think about your talents and your value. Then, explore ways you can incorporate them into your job.

**Get in alignment.** Your personal brand in the workplace is defined, in part, by your relationships and reputation. It’s the credibility and respect you have and how people interpret what it means to work with you. Gather feedback from the people you work with, including your manager and coworkers, and adjust your actions accordingly.

**Own your space.** Once you’ve identified your unique talents and strengths, perfect them. Consider it part of your job to enhance your personal brand. Read relevant professional publications, observe the actions of those who you admire, and grow your skillset. Then, share the knowledge with others. Do not wait for opportunities to come to you, find ways to use your talents to add value.

**Stay on top of it.** Your brand will need monitoring. Everything you do either strengthens or dilutes the personal brand you are trying to create. One of the best ways to maintain your brand is to be consistent and deliver results.

### **References:**

Reinhold, B. Eight Steps to Building Your Personal Brand. Monster Worldwide. (2019). Retrieved from <https://www.monster.com/career-advice/article/build-your-brand>

Lake, L. (2019 Jan.) Tips on Creating and Growing Your Personal Brand. The balance small business. Retrieved from <https://www.thebalancesmb.com/creating-and-growing-personal-brand-2295814>



## **I N S I D E R**

*In each edition of **The Training Post**, ePAR Insider readers can expect to see relevant news and helpful tips about the PAR program and the Electronic Performance Assessment Review (ePAR) system.*

In keeping with the newsletter’s summer theme, we’re introducing a new, “cool” system enhancement recently deployed to ePAR. The job expectations section of the PAR form will now roll over, or transfer, when there is a change to an employee’s supervisor. In the past, once a supervisor change was made, only a blank form was available to the new supervisor. The new supervisor was tasked with developing this section from the beginning, without utilizing or relying on any of the previously created work from the previous supervisor. This system update

allows the new supervisor to retain, edit, or delete the originally created job expectations. We hope this change assists supervisors in completing job expectations for a transferred employee when the job duties are the same, or very similar.

Please contact [ePARHelp@csc.nj.gov](mailto:ePARHelp@csc.nj.gov) for any questions.

# 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. Check out the *What’s Brewing* section for highlighted new online course releases, the *Barista* section for useful system updates to help administrators better serve their LMS community, and *Signature Blends* for a list of recommended online courses that complement our classroom training.

**\*Please note only users with a Skillsoft® subscription can access most content outside of mandatory courses.**

## What's Brewing

### FEATURED COURSES

New Jersey SANS Security Awareness Training - 2019 (updated)  
(New on the LMS)

New Jersey Active Shooter Response Training - Updated 2019  
(LMS)

New Jersey Workplace Violence: Recognize, Prevent and Report  
(LMS)

Backpack to Briefcase: Bring Out the Professional in You!  
(LMS)

Understanding the New Jersey Performance Assessment (PAR) Program  
(LMS)

### LMS Barista



#### Automatic Assignment

The automatic assignment logic has been updated. The new logic allows the system to differentiate between a user that has been dropped manually and a user that no longer matches the assignment rules. Going forward, if a user no longer matches

the rules they will be automatically dropped from an assigned course. However, they may be reassigned if they match the rules in the future. Prior to this update, a user who was manually dropped from an assignment could not be assigned that course using the same rule.

## Signature Blends

- 1. Understanding Unconscious Bias\***  
Complementary Classroom Training: Workplace Diversity and Inclusion. It Starts with You!
- 2. Communicating Effectively with Customers\***  
Complementary Classroom Training: Customer Service
- 3. Sharing and Collaborating on Documents in Word 2016\***  
Complementary Classroom Training: Microsoft Word Series 2016

For LMS inquires, please contact [CLIPeLearning.Support@csc.nj.gov](mailto:CLIPeLearning.Support@csc.nj.gov)

To subscribe to **The Training Post**, please click the link below.

### Newsletter Mailing List

If you have questions or suggestions for topics you would like to see **The Training Post** feature in an upcoming newsletter, email us at

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

## Writing @ Work

### Cool, Calculated, and Concise

Author and professor William Strunk, Jr. notably stated that, “vigorous writing is concise. A sentence should contain no unnecessary words...for the same reason a machine should have no unnecessary parts.” And, like a smooth-running machine, vigorous writing contains only those parts that are essential to the whole. Specifically, each word in a written message may be selected to most effectively engage our readers. In this way, we can infuse our professional writings with “vigor” through our word choices. The following tip is one technique that contributes to “cool, calculated, and concise” professional writing.

### Tip – Vacate the “Very”

During our workplace writings, we may lean on the modifier “very” to emphasize key points. The next time you compose and proofread a written communication, check each instance where “very” appears. If you’ve included it, highlight the word that follows. Then, use a thesaurus to find words that replace the second word with your intended level of emphasis (example – very big = immense).

### Examples of Words that Replace “Very”:

Very Busy - Swamped	Very Expensive - Costly
Very Careful - Cautious	Very Hard - Difficult
Very Capable - Competent	Very Important – Critical
Very Creative – Innovative	Very Often - Frequently
Very Detailed – Meticulous	Very Powerful – Compelling

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

## Question Corner

### Summer Question:

People travel from all over to visit New Jersey’s spectacular beaches. Which New Jersey Shore town is your favorite?

**\*Respond to be entered into our “Free Single-day Training” drawing - \$159.00 value!**

Please click on the link below to answer the question.

Tell us at [Trainingfeedback@csc.nj.gov](mailto:Trainingfeedback@csc.nj.gov).

By submitting to the Question Corner, you are authorizing CLIP to publish your response.

### Spring Question:

How will you navigate challenges in your professional development journey?

Thank you to all of our summer “Question Corner” respondents. Congratulations to **Joannie McRae** from the Department of Children and Families! You have been selected to receive the “Free Single-Day Training”.

### Spring Responses

Click on Spring Responses to view all the responses.