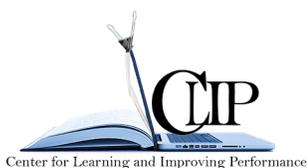


The Training Post



Spring is in the air! It is time to rejuvenate your brainpower and nourish your hunger for knowledge. You may have mapped out your development plan or already started your professional development odyssey; in either case, ensure you are in control of your intellectual journey. In Homer's epic poem, The Odyssey, Odysseus encountered many obstacles and challenges, but never gave up. You too must be steadfast in your quest to sharpen your skills and expand your knowledge.

*In this edition of **The Training Post**, we want to launch your inquiry skills with our featured training and development opportunities, professional development advice, and beneficial updates and tips for the Learning Management System (LMS) and ePAR.*

Remember this, "The only impossible journey is the one you never begin." – Anthony Robbins

Quarterly Classroom Courses and Specials

New Releases and Trending Now

Spring Certificate Bundles

Speaking with Purpose:

Public Speaking and Make Meetings Matter

The Pivotal Switch:

Navigating through Change and Critical Thinking

Looking for the foundational knowledge and skills to conduct meaningful investigations that produce verifiable outcomes? Check out the three-day series,

Principles of Investigation and Reporting (PIIR)

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

Please visit our website site at

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.

Innovation ENJINE Challenge

All aboard the New Jersey ENJINE!

ENJINE (Eliciting New Jerseyans' Innovative and Novel Efficiencies) is a challenge implemented by Governor Murphy's office which is designed to utilize your ideas to enhance government efficiency and resolve issues impacting our state. We need your help as we move "full steam ahead" to create a smarter, better, and fairer New Jersey. Click the logo below or visit <https://smarter.nj.gov/enjine> to participate.



*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 feature Angela Doggett of the Department of Health (DOH). Ms. Doggett has 20 years of experience in public service. As a Principal Clerk Typist in the Office of Public Health and Environmental Laboratories, she serves as a customer service liaison between DOH's clients, staff, and management. Ms. Doggett focuses on case processing and management, workflow analysis, and procedural development.

Ms. Doggett's desire to expand her knowledge and skills inspired her attendance at the Support Specialist Program (SSP). She sought a program that would propel her effectiveness as a department team member. After completing SSP, Ms. Doggett expressed that, "the curriculum along with the classroom activities are great professional and personal development tools that may be applied daily".

Ms. Doggett also conveyed that the SSP Program confirmed the importance of her role in fulfilling the Department of Health's mission. For example, team building, problem solving, and decision making informed her approach to "bridge the gap between management and staff". Her applied learning from these topics led to increased management recognition of the team's work products.



#TECH TIPS

Subject: Microsoft PowerPoint Keyboard Shortcuts

Minimize the amount of time you spend on PowerPoint presentations!

Cognitive load refers to the total amount of mental effort that is used in the working memory. Research shows that one of the main reasons of stress and anxiety in the workplace is **cognitive load**.

How can Microsoft keyboard shortcuts alleviate cognitive load? These condensed steps decrease the amount of micro-decisions your brain typically processes to complete a task or assignment. Not only will these shortcuts allow room for higher priority tasks, you will also save time creating presentations by avoiding monotonous steps. Check out these 20 tips!

1	Create new presentation	Ctrl+N
2	Make selected text bold	Ctrl+B
3	Change the font size for selected text	Alt+H, F, S
4	Open the Zoom dialog	Alt+W, Q
5	Cut selected text, object, or slide	Ctrl+X
6	Copy selected text, object, or slide	Ctrl+C
7	Paste cut or copied text, object, or slide	Ctrl+V
8	Undo the last action	Ctrl+Z
9	Save the presentation	Ctrl+S
10	Insert a picture	Alt+N, P
11	Insert a shape	Alt+H, S, H
12	Select a theme	Alt+G, H
13	Select a slide layout	Alt+H, L
14	Go to the next slide	Page Down
15	Go to the previous slide	Page Up
16	Go to the Home tab	Alt+H
17	Go to the Insert tab	Alt+N
18	Start the slide show	F5
19	End the slide show	Esc
20	Close PowerPoint	Ctrl+Q

References:

Microsoft Office Support. (2019) "Use Keyboard Shortcuts to Create PowerPoint Presentations." Retrieved from: <https://support.office.com/en-us/article/Use-keyboard-shortcuts-to-create-PowerPoint-presentations-ebb3d20e-dcd4-444f-a38e-bb5c5ed180f4>

Nuts & Bolts. (2019). "Our 80 Favorite PowerPoint Keyboard Shortcuts." Retrieved from: <https://nutsandboltspeedtraining.com/powerpoint-tutorials/80-favorite-powerpoint-keyboard-shortcuts/>

Fun Fact

Trending Now...

Marie Kondo's book, *The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing* was featured in *The Training Post's* fall 2017 edition and is now a show! Just in time for spring, *Tidying Up with Marie Kondo* presents great renewal tips. If your office and/or home space needs of a major overhaul, check out Marie's organization advice and begin to "spark joy" with your new minimalistic lifestyle journey.

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 of exploration, take a few minutes to explore the four styles of thinking and what your thinking style might be.

Odyssey of the Mind

From the minute you awake until the moment you fall asleep, you are continuously thinking. Do you wonder what happens "behind the scenes" of your thinking process? This topic may be too complex at times to - no pun intended - think about. The **Gregorc Mind Styles Model** may help to uncover your thinking style so you can use it to your advantage in the workplace.

Dr. Anthony Gregorc identified two dimensions of individual information processing: 1) how we perceive information, 2) how we order information. Gregorc explained that we perceive information concretely or abstractly and order information sequentially or randomly.

- **Concrete Perception** – perceives information based on tangible experiences not hidden meanings between ideas and concepts.
- **Abstract Perception** – perceives information based on intangible experiences, looks for hidden meanings between ideas and concepts.
- **Sequential Ordering** – orders information in a linear, step-by-step manner.
- **Random Ordering** – orders information into segments in no particular order.

These two dimensions combine to create four styles of thinking: **Abstract Sequential, Abstract Random, Concrete Sequential, and Concrete Random**. By combining the two dimensions, the four styles encompass broad characteristics about individuals' thinking.

- **Abstract Sequential** – well-organized thinker, analyzes solutions and ideas, gathers information, applies logic, and is self-directed – prefers working independently.
- **Abstract Random** – people-oriented thinker, prefers an unstructured environment, creates emotional connections, thinks holistically, and is imaginative.
- **Concrete Sequential** – orderly, logical thinker, completes tasks step-by-step, and thrives in a structured environment.
- **Concrete Random** – curious, creative thinker, takes risks, experiments, and uses intuition to resolve problems.

It's likely you may identify with various thinking style characteristics. Begin an odyssey of your mind by clicking [here](#) to take a brief assessment. Use the results to your advantage through an enhanced awareness of how you think to optimize workplace collaborations.

References:

King, Julie (2014 September). Retrieved from: <https://www.canadaone.com/ezone/2013/what-are-your-dominant-thinking-styles.html>

Gregorc Mind Styles Model. Retrieved from: <http://thepeakperformancecenter.com/educational-learning/learning/preferences/>



How One Journal Can Change Your Life #BULLETJOURNAL

So, what's a bullet journal? It's a to-do list, calendar, planner, diary, and notepad all in one. If you struggle using apps or planners because they never seem to meet your needs, then a bullet journal might be what you never knew you needed. Created by Ryder Carroll, the bullet journal method helps people live more intentionally by tracking the past, ordering the present, and designing the future.

What You'll Need:

Get a pen and a blank journal and keep them with you at all times. This might sound out of touch in our digital world, but this analog approach is what makes a bullet journal epic. It can be designed specifically for your needs. Your brain even responds differently to writing by hand, making you more mindful of your thinking and processing.

The Basics:

Reserve the first two pages for your index. This is how you will keep track of all the content added to your journal. Be sure to number each page of your journal. Then, every time you start a new page, jot down the page number and title in the index so you can easily refer to it later. What is so great about this method is that there are no wasted pages.

Create Your Key of Signifiers. Signifiers are symbols that allow you to visually categorize everything you write; this makes it easier for you to track what's important to you.

How to Do It:

Future. Look at the year in a glance. Log everything you have to remember such as birthdays, appointments, deadlines, concerts, etc.

Monthly. These entries serve as references throughout the month for planning ahead. Simply, start with the current month.

Daily. Log your day-to-day happenings. Include personal things you want to remember and practical tasks.

Collections. Notations that are not logs, but are used to track related topics of interest on the same page. Subjects may include: shows, books, recipes, finances, mood, wardrobe, and fitness.

The important thing is to declutter your mind by getting your many thoughts and responsibilities onto a page. Once you get into the habit, bullet journaling can help you focus on what matters so that you can adjust your journey accordingly.

Bonus: Years from now you will have created a great time capsule. Your life captured on countless pages as one journal evolves into many editions.

References:

- How to Start Your Very Own Bullet Journal. Roaming Fox Media LLC 2019, The Little Coffee Fox. Retrieved from: <https://littlecoffeefox.com/how-to-start-your-very-own-bullet-journal/>
- How to Bullet Journal: The Absolute Ultimate Guide. The Lazy Genius Collective. Retrieved from: <http://www.thelazygeniuscollective.com/blog/how-to-bullet-journal>
- The Analog Method for the Digital Age. Bullet Journal 2019, <https://bulletjournal.com/>



INSIDER

The Reviewer's Role

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.

Each career service employee is assigned a Reviewer in the Performance Assessment Review (PAR) process who serves as second-level evaluator. The Reviewer is the Rater's supervisor. While the Rater is responsible for monitoring employee productivity and completing performance evaluations, the Reviewer's role is to ensure quality and consistency in the PAR process. Reviewers should ensure that employee goals are: achievable and relate to the mission

of the organization; performance ratings are consistent and standardized; Rater comments and feedback are fair and appropriate. Second-level reviews are an important part of the process. If there are anticipated issues, the Rater should consult with the Reviewer **prior** to sharing the ePAR with an employee. Once an employee signs the ePAR, the Reviewer will not be able to make any changes to the evaluation - including changing performance scores.

Please contact ePARHelp@csc.nj.gov for any questions.



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 Active Shooter Response Training Updated 2019
(New on the LMS)

New Jersey State Employee Ethics Training 2019 and
New Jersey State Employee Ethics Training 2019—Accessible Format
(New on the LMS)

Beyond Change: Working with Agility*
(Skillsoft Complete Collection)

Forging Ahead with Perseverance and Resilience*
(Skillsoft Complete Collection)

LMS Barista



Reporting

LMS Reporting is one of the most important aspects of any eLearning system. LMS administrators have capabilities to run Standard and Custom reports in real time. Standard Reports are pre-created reports covering the areas that most administrators require for the reporting needs; including filtering, formatting outputs and exporting. Custom Reports are those that administrators can create to include the specific information; including customizable field filters, formatting outputs, sharing report formats, and exporting.

[How to Navigate Reporting](#)

Signature Blends

- Your Role in workplace Diversity***
Complementary Classroom Training: **Cultural Intelligence**
- Applying your Best Thinking***
Complementary Classroom Training: **Critical Thinking**

For LMS inquires, please contact 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.

Writing @ Work

Explore and Relate – Reinvent Your Writing

Aristotle said, “we are what we do”. While this philosopher referred to our overt actions, writing is a subtle but ever-present personal practice that characterizes us. In other words, “we are what we write”.

When we put pen to paper or fingers to keyboard, colloquialisms, jargon, and slang may find their way into our workplace writings. However, we can avoid potential miscommunications and rebrand ourselves through our writings.

Tip #1 – Curtail the Colloquialisms

Colloquialisms are words, phrases, or clichés that are particular to a region. Individuals who are from outside a region may find its colloquial expressions confusing. Avoid reader misunderstanding and exemplify precision by eliminating colloquialisms.

Example:

Colloquialism -There’s more than one way to skin a cat
Precision - There’s more than one approach.

Tip #2 – Junk the Jargon

Individuals who are not part of an industry may not understand its jargon. If your agency or department uses jargon, be sure to “translate” when writing to an outside audience. In other words, become “jargon-less”.

Example:

Legal Jargon – Grounds **Jargon-less** – Reasons

Tip #3 – Suspend the Slang

Our internet-based communications may include abbreviated forms of slang that sometimes “creep” into our workplace messages. To maintain professionalism in our workplace writings, use standard language and “suspend the slang”.

Examples:

Slang – BTW **Standard** – By the way

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

Question Corner

Spring Question:

How will you navigate challenges in your professional development journey?

***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.

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

Winter Question:

What motivational quote best describes
Your training goal(s) for this winter?



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

Winter Responses

Click on Fall Responses to view all the responses.

The Training Post Credits