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.
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:

The Buzz...
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 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 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)*

**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 inquiries, please contact CLIPeLearning.Support@csc.nj.gov

**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.

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”.

**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 Careful - Cautious
- Very Creative – Innovative
- Very Detailed – Meticulous

If you’re interested in learning more, please register for our Business Writing class.

**The Training Post Credits**

Click on Spring Responses to view all the responses.

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.