



The Training Post

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Summer Edition

July 2022



The Many Days of Summer: Open Your Window of Opportunity

Seize the Summer

There are 60 minutes in one hour, 24 hours in one day, and 2,256 hours (94 days) of summer. What will you do to make the most of every minute? The countdown is on. There is no time to waste on creating your “best” self. Whether you’re reading for pleasure or skill building, taking up a new hobby or an accelerated class, take advantage

of your time. Open your window of opportunity and fully embrace the energy and possibilities summertime brings.

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

“

Summertime is always the best of what might be.

– Charles Bowden

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.



TAKING FLIGHT WITH DISC

Taking Flight with DISC *New!*

A self-awareness training pro-gram that builds better communication and stronger team dynamics.

Ask about reserving a date for your agency today!

Contact us!

Coming this Fall

1. *Managing Hybrid Teams *New!*
2. *Business Writing
3. LEAD (Leadership Education and Development)
4. Navigating Through Change
5. The Conscious Workforce: Preventing Harassment and Discrimination

**Virtual Course*



Training Advocate Spotlight: Sheila Perkins

“Lived experiences, storytelling, and... real-time examples”

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.

An educator since the early 2000’s, Sheila Perkins credits her uncle, Dr. Martin L. Kilson, the first African American tenured professor at Harvard University, as the inspiration for her entry into the education profession.

After beginning her academic career at Camden County College, Ms. Perkins’ progression to training and development facilitation afforded her the opportunity to amplify her self-described “modern-transformational-transparent conversational style” of delivery.

As a training facilitator for Civil Service Commission’s CLIP customers since 2018, Ms. Perkins’ grasp of adult learning techniques enables her to “adapt teaching methods based on different learner styles” that incentivize an affirming and supportive learning environment.

Additionally, she conveyed that course material reinforced varied learning

techniques. “The Civil Service Commission’s NJ STEP (New Jersey Supervisory Training Empowering Performance), and other program content, support and take into consideration learner styles.”

Ms. Perkins provides ancillary support to CLIP customers through “lived experiences, storytelling and ...real-time examples,” and she places special emphasis on encouraging students to find their own voice. In fact, empowering students to express themselves and their unique perspectives with confidence is an integral part of Ms. Perkins’ pedagogic approach.

“I focus on helping learners feel confident sharing in class, and I help them to project their points confidently and to actively participate,” she says. “As an educator, I guide students through a process and offer diverse theories, models, and concepts, but the most meaningful driver of academic and personal growth are insights students generate for themselves.”



Customizing Your Learning Experience

Sometimes, you may need to enhance your online experience by modifying your environment. Technology can support this experience and offers several options.

Setting up Narrator (Windows 10)

Narrator is a free screen reader developed for the visually impaired, but anyone can use it.

1. Go to **Windows Settings** (type settings in search bar) and select **Ease of Access**.
2. Select Narrator from the left menu and turn **Narrator** on.
3. The **Narrator Keyboard** layout box will appear.

When the **Narrator Keyboard** window appears, it is recommended you select **turn off Narrator**, so you can review all the additional settings.

If you neglect to review the

settings, **Narrator** may not read the page as expected. However, if you are ready, Click **Ok**.

Turning on the Accessibility Feature in Saba LMS

Individuals who need support can enhance their experience in the Saba LMS by enabling the accessibility feature. This feature enhances the navigation for keyboard users.

To enable **the accessibility feature**, click on your profile on the top-right hand corner of the browser window

1. Click on the **Account Preferences** link.
2. Scroll down to the **Accessibility Mode** section and select **Yes** to turn on feature.

Enabling the Immersive Reader in Microsoft Edge

Immersive Reader enhances the reading experience by removing pop-ups and buttons on web pages.

1. Go to the website you want to read. Click on the **Immersive Reader** icon on the address bar or use the shortcut F9.
2. To exit, click the **Reader icon** again.



The BUZZ

Finding Your Window

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.

Every career is marked by windows of opportunity: some you will choose to open, some you will not, and many you may not even notice. Identifying which of these windows of opportunity will most benefit your professional development journey can be overwhelming at times, so here are a few concepts that can help guide you along the way.

Upskilling. Upskilling is professional development tactic that equips you to tackle new challenges in your work role. So, an upskilling window may result in a promotional opportunity, or simply a chance to hone your craft and develop specific professional aptitudes. You may encounter many upskilling windows throughout your career; be sure to

capitalize on any opportunity to increase your knowledge or skill set. Seek out upskilling windows when you are satisfied with your current trajectory and just want a boost of acceleration.

Reskilling. Reskilling is the acquisition of novel competencies to adapt entirely new professional roles. You may open fewer reskilling windows throughout your career but when you do it can be incredibly rewarding. If you need a major change of pace in your work life, keep an eye out for these windows. You never know when learning a new trade or beginning a new profession will pay dividends for you.

Opportunity Cost. Opportunity cost is a foregone benefit based on a choice that is made when presented with other options. In other words, it is the concept representing all the windows of opportunity that you could have opened instead of the one that you did. For example, when you take a job with another organization, you may pay the opportunity cost of a promotion you would have received in your current position. Assessing opportunity cost can help you make the most of your career windows. Just be mindful of everything you stand to gain and lose when opening a new window.

Find your window this summer, and always remember to have fun. Each window may offer an exciting opportunity, so don't forget to enjoy the view.

ePAR Insider: Test Your Knowledge of the ePAR System

1. What tool in ePAR allows a supervisor to note changes to their ratee's job responsibilities after expectations have been signed by the ratee?
 - a. Feedback
 - b. Significant Events
 - c. Closeout
2. What action should a supervisor take when their ratee changes jobs or supervisors?
 - a. An interim review
 - b. A final Rating
 - c. A closeout
3. ePAR is most compatible with which browser?
 - a. Microsoft Edge
 - b. Google Chrome
 - c. Internet Explorer
4. An ePAR is the same thing as a working test period?
 - a. True
 - b. False

For more information on all the features of ePAR, refer to the ePAR User Guide found on your myNJ page!



- Where is the world's longest beach? (see p. 6 for answer)
- A. Australia
 - B. Brazil
 - C. Greece
 - D. Mexico





Telework Tips and Tricks

The implementation of telework brings major changes to the ways we work. However, these adjustments don't have to be a burden. Think of them as the start of an improved work-life balance. Follow these tips for success whether you're working from the office or at home.

1. Store Documents Virtually

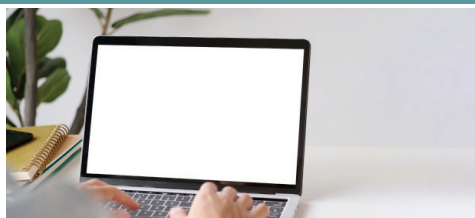
As you work on documents, upload them regularly to a cloud storage service such as OneDrive. This will ensure your hard work is permanently saved and always accessible. It also eliminates the need for flash drives which may be easily forgotten or lost.

2. Stick to Work Hours

Make sure you stick to the same workplace start and end times, breaks and lunch despite your physical location. This will help you keep a consistent schedule; it also helps coworkers and supervisors know when you are available.

3. Maintain the Same Rituals

Don't feel that you must change work habits you've become accustomed to. Whether you write a to-do list or use a digital calendar, keep doing what works. If these methods were successful in the workplace, they should be just as efficient when working remotely. If you haven't used these practices before, now is a perfect time to start.



4. Take Advantage of Your Environment

If you're among coworkers on workplace days, take advantage of these times to have detailed conversations that may be more complicated over video chat. Utilize tools like the copy and fax machine that you might not have access to off-site. While working remotely, consider using break times to accomplish brief household chores or take your pet on a quick walk.

5. Connect with Tech

Modern technology makes telework possible; use it to stay connected with supervisors and coworkers. For example, Microsoft video and chat features provide interactive options for consistent communications from your offsite location. Also, take advantage of the 'review' tool on Word which allows multiple people to edit a document simultaneously.

6. Stand Up and Stretch

It's easy for time to fly by before you realize you've been sitting for too long. Stand up and stretch every half hour. Go outside for fresh air on your breaks. Look away from the computer screen periodically and blink to relieve eye tension. Invest in a chair that promotes better posture or a standing desk.

Use these tips to create the best possible work experience both in your office and home. Most are simple and require minimal effort yet are bound to create a positive telework experience.

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

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

[NJ workSmart + for Employees](#)

[NJ workSmart + for Managers](#)



Disability Pride Month
July 26: National Disability Independence Day

[The beautiful balance between courage and fear](#)
(Cara E. Yar Khan)



National Civility Month

[Civility and Professionalism in the Workplace Learning Path](#)



Suicide Prevention Month

[Mental Health: Navigating Your Own Mental Health](#)

LMS Barista

To have the best training experience when launching online/web based courses, use Chrome or Edge as your web browser. Internet Explorer is not a supported LMS web browser."

Signature Blends

(*available with a CLIP All Access Pass)

***1 to 1: Customer Service Success by Syntrio**
Classroom Complement: *Customer Service*

***Art of Public Speaking I Dale Carnegie with JB Esenwein**
Classroom Complement: *Public Speaking*



Writing @ Work



Close Reading: A Way to Enrich Your Responses

To paraphrase novelist and poet Louis Aragon, “it’s time to return to close reading... carefully examine a writer’s methods.” As business writers, we should take the time and opportunity to apply close reading and enhance our responses to professional communications.

Consider these three steps:

1. Read and Annotate.

As you read, annotate by underlining or highlighting to identify words and sentences that raise key questions. Jot down your questions for your response.

- Example: The word priority is noted in an email about an upcoming project, but a due date is not mentioned. This would be a key question for your written response.

2. Look for the Pattern.

The pattern is the way a writer has organized their writing to prioritize information. Identifying the pattern in a communication will provide cues for your response.

- Example: General information about the upcoming project is presented followed by specific details. In your response, acknowledge the general information first then the details.

3. Mirror the Tone.

As you read, check if the writer’s tone is one or a combination of the following: humorous, formal, respectful, enthusiastic. For consistency, mirror the writer’s tone.

- Example: The project email is formal describing the project in technical terms; your response should include the technical terms.

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



Congratulations to
Crystal Decicco
from Somerset County
Board of Social
Services

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

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

Spring Question:
What Represents Spring to You?

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.

Credits

LaVida Stalsworth, Chief Editor:
Introduction,
Janet Thompson, Editor:
Writing @ Work
Charleen Moore, Writer:
#TechTips
Alexis Bell, Writer:
Professional Development Toolkit
Eugene Lanzoni, Writer/Designer:
The Buzz
David Allen, Writer:
ePAR Insider
Tira McCants, Writer:
Spotlight
Meaghan Wong, Writer:

Question Corner

Summer Question:


What is your favorite summertime food?

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

Respond >

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State of New Jersey
Governor Phil Murphy | Lieutenant Governor Sheila Y. Oliver
Civil Service Commission
Chair/Chief Executive Officer Deirdre L. Webster Cobb, Esq.

ePAR Insider Answers: 1 b; 2 c; 3 a; 4 b

Trivia Answer

B. Brazil

References

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Whitney, L. (2022, March 29). How to Use the Narrator in Windows to Read Your Screen Aloud PCMagazine.

The Buzz:

<https://www.weforum.org/press/2020/01/the-reskilling-revolution-better-skills-better-jobs-better-education-for-a-billion-people-by-2030/>

<https://www.accountingtools.com/articles/what-is-opportunity-cost.html>

<https://hbr.org/2022/04/6-strategies-to-upskill-your-workforce>