The Training Post

Spring Into Action - Working to Achieve Your Goals

It's Time to Bloom

When you think of spring, does the word "bloom" come to mind? It's likely that you associate spring with nature's display of budding flowers; a time when beauty and growth flourish.

Here's a thought, what if you think about your goals for professional development with a "blooming" mindset? In doing so, you want to focus your attention on what needs to be developed and what it will take to attain your goals. If you dig deeply within, you're certain to realize your potential to grow and bloom.

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

> " Like a wildflower, you must allow yourself to grow in all the places people thought you never would.
>
> - E.V. Rogina

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.

Now Enrolling via the LMS

1. Americans with Disabilities Act (ADA):
Dates - 4/26

2. County and Municipal Personnel System (CAMPS):
Dates (Wednesdays) - 4/27, 6/15, 6/29, 7/13, 7/20

3. NJ Supervisory Training Empowering Performance (NJSTEP):
Dates (Thursdays) - 5/5, 5/12, 5/19, 5/26, 6/2, 6,9, 6/16
Dates (Wednesdays) - 6/8, 6/15, 6/22, 6/29, 7/6, 7/13, 7/20

4. Supervisor Success Series (S3):
Dates (Tuesdays) - 7/12, 7/19, 7/26

Seasonal Specials!

Scoop up the savings with these "Suite" Specials!

Enroll in Two Microsoft Office Classes - Get **15%** off (Savings of **$48**)

Enroll in Three Microsoft Office Classes - Get **20%** off (Savings of **$95**)

Discount will apply to courses scheduled May-August Dates Coming Soon!

Please contact CLIPTraining.Support@csc.nj.gov with any registration or program inquiries.

Training Advocate

Arthur Sarnese

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.

Presently a Training Coordinator in the Office of Information Technology (OIT), Arthur Sarnese started at OIT as an Analyst Trainee. He advanced to an Administrative Analyst 2 responsible for implementing outreach training programs in OIT's Training Unit.

Identifying employees as the workplace's greatest asset, Mr. Sarnese, in tandem with colleagues at OIT, made it his mission to bolster employees' skill development. Access to the Learning Management System (LMS) and purchase of the CLIP All Access Pass for online courses have afforded employees the opportunity to utilize LMS trainings and resources for professional development. Conveying the effectiveness of the LMS to enable self-directed training, Mr. Sarnese stated, "Due to its broad range of subjects and value, it has been a success with introducing employees to the benefits of not only technical training, but soft skill training….".

Additionally, the LMS reporting tools allowed the Training Unit to assess employees' usage of the CLIP All Access Pass and progress with mandated training. Confirming the effectiveness of the reporting feature, Mr. Sarnese shared that "having access to the LMS is a great way to track the status of state mandated training for employees. The reporting tools make it easy to follow-up with non-compliant employees."

He further noted that outreach to new employees focuses on "researching training that will be beneficial to their success at OIT," along with LMS use for employee advancement. Mr. Sarnese affirmed the LMS's multifaceted use revealing, "...we have been administering the NJ STEP Learning Path to all new supervisors, and it is a very good introduction to the supervisory role." Maximizing use of the LMS has become central to employees' ability to flourish at OIT.

TECH TIPS

CreatingVirtual Desktops

Do you spring back and forth between several opened documents trying to find one specific document? Do you wish that you could organize your open documents by categories, or switch desktops before the meeting, to avoid closing your projects?

Just follow the steps below and before you know it, you will flourish at keeping your files organized and minimize the frustration of finding that one specific document by using virtual desktops.
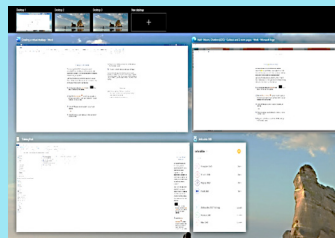
1. On the taskbar, press the **task view** icon. You'll see all the files you have opened.

2. Select the **New desktop +** symbol (may be located on the top of your screen or lower-right hand corner). You can create as many as you need.

3. Open the files/apps you want to use on that particular desktop

OR

4. Select the desktop (usually desktop 1) where you have all the files housed.

5. Drag and drop your selected files on the desktops you've created (see image on the right).

6. To switch to another desktop, select task view again and select the required desktop.

For more efficient organization, the files can be housed according to category. For example, if you are working on several financial and research files, you can place the financial files on one virtual desktop and the research files on the other virtual desktop.

So, by using this feature you can avoid springing back and forth among opened documents and enhance your organization and efficiency.

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.

Just like any building or structure, progress must be constructed atop a strong foundation. Embarking on a successful professional growth and development journey requires strategic planning. It requires SMART planning. SMART is a popular acronym, first used in the November 1981 issue of Management Review by George T. Doran, designed to help you lay that strong foundation for long-term goal achievement. The key is to set goals for yourself that are:

Specific – Goals that are broad, fuzzy, or vague are almost always doomed to failure. Set your sights on discrete, identifiable objectives. Establishing specific goals means knowing what you want to accomplish, which is a necessary step to actually accomplishing them.

Measurable – Ensure that you have identifiable mile markers that allow you to orient yourself in relation to your goals. You have to be able to observe, orient, decide, and act (OODA) in order to accomplish any goal. Observation and orientation are only possible when your objectives are measurable. This will allow you to track your progress and meet your deadlines.

Achievable – One of the most common mistakes made in the goal setting process is setting your aim too high on a target, making it implausible to achieve. Your goals need to be realistic, while still challenging. Be mindful of how much influence you have over the accomplishment of your objective, and try to select goals that fall within your sphere of sovereignty.

Relevant – Relevance should align with achievability. You want your goals to be achievable, but not trivial. Ensure that they are worthwhile, productive, and forward-looking.

Time-Bound – Last, but not least, perhaps the most important parameter is the deadline. Objectives unconstrained by a target date or time range are likely to remain unreached, so plan around a reasonable deadline and strive to meet it.

ePAR Insider: "What can your agency ePAR Administrator do for you?"

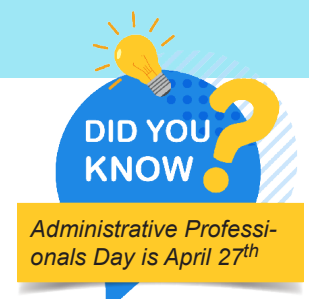During the ePAR rating cycle, your agency's ePAR Administrator can assist you in many ways, including:

• Changing/updating your supervisor
• Updating your email address
• Updating your model ID (employee, supervisor or manager)
• Assisting when the Rater/Reviewer is inactive
• Printing paper PARs and enable/disable notifications

In addition to the Administrator's functions, the Rater has the ability to enter job responsibility changes/additions via the use of "significant events" without the need to redo the entire ePAR. For more information and "how-to's", refer to the ePAR User Guide found on your myNJ page.

TRIVIA

The most expensive honey in America contains honey from what tree? (see p. 6)
A. Maple
B. Tupelo
C. Oak
D. Magnolia

DID YOU KNOW

Administrative Professionals Day is April 27th

Spring Has Sprung and Cleaning Has Begun

With flowers starting to bloom and the days becoming longer, spring is in the air. While spring cleaning might seem like a cliché for this time of year, it can be a very rewarding practice.

Clear Out Your Inbox. While maintaining a neat inbox is a practice many of us should implement daily, it often gets away from us and messages become cluttered. Create folders to sort individual emails depending on their level of importance or the type of work.

Organize Your Desk. A cluttered workspace makes daily tasks more challeng-ing to complete. Set aside a few minutes each week to go through the items on your desk. Dispose of what you no longer need and create a filing system for important documents.

Declutter Digitally. Instead of saving every file to the same location, create separate folders based on the type of document. This will allow quicker access to the file when you need it. When browsing for a certain document, folders can be sorted alphabetically by date, type, or size.

Organize with Color. Create a labeling system for both physical documents and digital documents. Assign specific colored labels or folder colors based on an item's category for easy access in the future.

Sort Your Supplies. Instead of items all over your desk, utilize organizational tools such as bins or drawer dividers. This allows you to create separate spaces to store items like pens and paper clips, so you always know where to find them.

Rethink Your Projects and Goals. A clear mind is just as important as a clear desk. Think about the projects you are working on and the goals you have for yourself. Next, brainstorm necessary changes to implement them and become more productive.

Daily Detox. Take a quick glance at your workspace before you leave for the day and discard anything that no longer serves a purpose. This might be used Post-it Notes or emails you already responded to. Just a quick, five,minute refresh will help you start tomorrow with a more positive outlook.

Clean Your Space. Even though winter may be behind us, germs are still everywhere. Don't forget to do your part to stop the spread by regularly disinfecting your desk and personal belongings.

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 admin-istrators, system updates.

LMS Barista

An upgraded, state-of-the-art Statewide Defensive Driving Program (SDDP) course, sponsored by the Department of the Treasury, Division of Risk Management (DRM), and the State Accident Review Board (ARB), and administered by CLIP is anticipated to be released in the Spring of 2022. The course is designed to promote a proactive safe driving initiative. It's segmented into six interactive sessions, providing learners an environment to analyze, identify, and execute defensive driving techniques.

Once implemented, and after Agency and CLIP approvals, learners will launch the course via the NJ LMS and be directed to a co-branded site of the National Safety Council (NSC) website where the course is located. Upon completion of the training, learners will be able to access and print the official Certificate of Completion electronically via the NSC website. No more paper certificates! Also, the completion status will be transmitted directly to the New Jersey Motor Vehicle Commission and recorded in each learners' driver abstract. Along with these benefits, the NJ MVC will also apply reductions of two points every five years to employees' driving records. Additionally, employees will also qualify for an insurance rate reduction of up to 10% (depending on their auto insurance carrier).

So, when it's released, enroll in SDDP and "take the wheel" with confidence.

Signature Blends

(available with a CLIP All Access Pass)
Americans with Disabilities Act Learning Path
Classroom Complement: Americans with Disabilities Act (ADA)
Family and Medical Leave Act for Managers - HSI-Ej4
 Classroom Complement: Family and Medical Leave Act (FMLA)

Writing @ Work

Write it Forward: The Literary Road to Business Writing

Modernist poet, Ezra Pound stated that, "Great literature is simply language charged with meaning…". Although the elements of literature may be thought of as belonging to the sphere of academia, business writers may apply the following literary devices to enhance meaning and amplify their readers' engagement.

Imagery

If you've ever read a communication where you could visualize what the writer was describing, it's likely they used imagery. Imagery is a literary device used to show a story rather than tell it. Business writers may use the following types of imagery to enhance reader engagement:

Visual imagery is used to describe a topic, issue, or event so that the reader can envision and understand it more clearly.

Auditory imagery is used to describe a sound to a reader so they may understand the experience of it more clearly.

Examples:

Visual Imagery – The storage room is overly cluttered; the shelves are bursting with paper files from the floor to the ceiling.

Auditory Imagery - The sound of the fire alarm this morning was jolting, like glass smashing on the floor in a quiet library.

Juxtaposition

Juxtaposition is a literary technique that places two contrasting concepts, people, or events side-by-side in a sentence or paragraph. Business writers may use juxtaposition to present topics that require decisions or other types of action.

Example:

The first applicant answered questions clearly, whereas the second applicant mumbled so their responses were unclear to the interviewer.

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

If you have questions or suggestions for topics you would like to see in **The Training Post**, email us at Trainingfeedback@csc.nj.gov.

CONGRATS!

Congratulations to **Nancy Nelson** from the Office of the Public Defender!

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

Thank you to all of our Winter "Question Corner" respondents.

Winter Question:
What are you looking forward to this winter?

Winter Responses ▶

Question Corner

Spring Question:

What Represents Spring to You?

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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Trivia Answer

B. Tupelo

References

Tech Tips:

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The Buzz:

https://corporatefinanceinstitute.com/resources/knowledge/other/smart-goal/

https://thestrategybridge.org/the-bridge/2020/3/17/the-ooda-loop-and-the-half-beat

https://cce.bard.edu/files/Setting-Goals.pdf