



The Training Post

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Summer Edition

July 2024



Map Your Learning Road Trip

Summer sun, summer fun! Pack your bags, grab your itinerary, queue up your favorite playlist, and prepare for a road trip. Before getting on the road, you must consider a few things; your route (main and alternate), your vehicle’s roadworthiness, and what you will need to bring.

Your learning journey is like a road trip. Map your destination by creating professional development goals (your route). Your vehicle, your mind, must be tuned up and roadworthy.

Lastly, have your resources and tools ready to reach your goals (your necessities). Whether you take a shortcut to refresh your skills or the scenic route to acquire new knowledge, remember to reflect on and celebrate your milestones along the way.

In this edition of **The Training Post**, we will fill your tank with our featured training and development opportunities, professional growth advice, and beneficial updates and tips for the Learning Management System (LMS) and ePAR.

Edgar Wright said, “If you’re on a road trip, you need driving music.” This summer, CLIP created a road trip playlist just for you. Check it out on Spotify <https://bit.ly/clipsummer24>.

“

Education is a lifelong journey whose destination expands as you travel.

– Jim Stovall

New Releases > In each edition of **The Training Post**, be sure to check out the list of highly recommended Quarterly Courses, Specials, and Training Promotions.

MS Excel Advanced

MCCC - 8/6

County and Municipal Personnel Systems (CAMPS)

CSC - 8/13

Fall Offerings

Creative Problem Solving and Decision Making

MCCC - 9/18

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

Managing Difficult Behaviors

MCCC - 9/26

Emotional Intelligence Fundamentals

MCCC - 10/1

Business Writing

MCCC - 10/10

Supervisor Success Series (S3)

MCCC - 9/11, 9/18, 9/25

MCCC - 10/9, 10/16, 10/23

NJ Supervisory Training Empowering Performance (NJ STEP)

MCCC - 9/10, 9/17, 9/24, 10/1,

10/8, 10/15, 10/22

Additional dates at the following locations forthcoming:

- Camden County College
- Mercer County Community College
- County College of Morris



Student Spotlight



Ms. Richmond summed up her CAPE learning experience as “...outstanding”

Joann Richmond is a recent graduate of CLIP’s inaugural Clerical Apprenticeship Program for Excellence (CAPE). Ms. Richmond is a Data Entry Operator 2 at the Department of Treasury, Revenue and Enterprise Services.

Joann Richmond

In her capacity at Revenue and Enterprise Services, Ms. Richmond is responsible for ensuring that companies adhere to Construction EEO regulations. She is tasked with monitoring and using a verification process that requires the recording of hiring data in a system that tracks a company’s EEO compliance in their hiring process.

Ms. Richmond’s discovery of CAPE prompted her to explore the educational benefits the program offered to enhance her work practices. She subsequently enrolled in the fifteen-week program. Ms. Richmond’s interest in skill enhancement became the catalyst for her participation in a program that would successfully equip her with the career development training she desired. Ms. Richmond conveyed she “wanted to learn how to utilize Excel and PowerPoint applications to maintain compliance with job performance standards and assist comrades with presentations.” Additionally, the writing concepts covered

in the “Writing Essentials and Proofreading” course accompanied by writing assignments, reinforced Ms. Richmond’s knowledge of professional writing standards. Ms. Richmond shared, “When I draft letters to my supervisor and Human Resources, they are more professional. I proofread to make sure errors are corrected.”

Afforded the opportunity to upskill professionally and take advantage of the 6 undergraduate credits awarded by Thomas Edison State University, Ms. Richmond summed up her learning experience in CAPE as “...outstanding”; stating, “If I had to do it all over again, I would.”



Exploring Windows 11 Less-Known Features

Windows 11 contains some less-known features that can enhance and streamline navigation when utilizing the application.

1. Align Your Start Button to the Left

One obvious difference you may have noticed in Windows 11 is the start button aligned to the center of the screen.

However, to change the position of the start button:

- a. **Right click** the taskbar and select the Taskbar settings.
- b. **Select** the drop-down arrow next to Taskbar behaviors.
- c. **Change** the Taskbar alignment to the left.

2. Try Snap Layouts

The Windows Snap feature provides extra layouts for organization and a quicker

method for choosing a layout.

To utilize the feature:

- a. **Hover** over the maximize button – a menu of layouts will appear.
- b. **Click** the rectangle to choose the position where you would like the first window located on your screen. The screen displays the thumbnails of the remaining windows.
- c. **Click** on one of the thumbnails to snap it into position. Continue clicking on the thumbnails until the windows you need are in position.

3. Use Windows Title Bar Shake

This feature allows you to shake the title bar of a window to minimize all other windows. However, this feature is not enabled by default. To enable it:

- a. **Navigate** to Settings > System > Multitasking.
- b. **Toggle** the radio button next to “Title bar window shake” to On.

By utilizing these features in your workflow, you can improve your efficiency when navigating Windows 11.

The BUZZ

Road Trip to Career Success

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. In the present climate, there has been an overall shift in the platforms, applications, and everyday tools we use to get our work done. In this edition, we’ll help you create an itinerary for your summer career road trip.

Embarking on the journey of professional development is much like planning a summer road trip. Both require preparation, a clear sense of direction, and the willingness to embrace new experiences along the way. Here’s how you can view your career growth through the lens of a summer adventure.

1. Planning Your Route

Just as any worthwhile road trip starts with a well-thought-out plan, your career development begins with setting clear goals. Identify your destination—what are your long-term career aspirations? Write your major goals. Then, list the related smaller, achievable milestones, similar to mapping out stops on your journey. Research what skills and experiences will propel you toward each milestone and outline a plan to acquire them.

2. Packing Your Essentials

Before hitting the road, you pack everything you need for the trip. In your professional journey, this means equipping yourself with the necessary knowledge and credentials. Whether it’s obtaining certifications, attending workshops, or learning new software, ensure you have everything you need to flourish.

3. Navigating Challenges

No road trip is without its detours and challenges; the same applies to your career. There will be obstacles—unforeseen job market changes, setbacks in projects, or even personal hurdles. Approach these challenges with a problem-solving mindset. Every detour can offer new perspectives and opportunities for growth.

4. Enjoying the Scenic Route

While the destination is important, the journey itself holds valuable experiences. In your career, take the time to enjoy the learning process. Don’t get discouraged because you haven’t reached certain mile markers as quickly as you’d planned. Every itinerary is bound to change along the way.

5. Reaching Your Destination

You’re bleary-eyed and your legs are cramped, but you survived. Reaching your journey’s end and achieving specific career goals brings a sense of fulfillment. But remember, reaching one destination often means planning for the next. Your career development is a continuous journey of learning and growth. So, try your best to always live fully in the moment while not losing sight of where the road might lead you next.

ePAR Insider: Ratees—Use Your ePAR as a Navigation Tool



As a ratee, it is important to value all of the individual scores that add-up to the final score in the rating cycle. In what areas do you excel? Take pride in those scores and continue to grow professionally! In what areas can you improve your performance? Focus on elevating these areas and, where appropriate, seek training to achieve your

goals. Some employees benefit from time management courses while others may seek training in effective communication or Excel. Work with your supervisor to chart out the trainings that will improve your performance and enhance your life skills. You will then be ready to navigate your course throughout the year to arrive at a greater career destination!



What is the most instagrammed city?

- A. Los Angeles, CA B. Paris, France C. New York City, NY
D. Barcelona, Spain E. London, UK
(see p. 6)



Packing Your Professional Suitcase

Traveling, no matter the distance, requires a few crucial mental tools. These same skills can be just as valuable from your desk chair as they would be from the driver's seat.

Time Management

When traveling, no one wants the trip to take more time than necessary. Careful planning will help determine the most efficient route. In the workplace, managing your time effectively is just as important. If you find yourself struggling with this, break down the week and day into blocks of time and set aside specific hours for certain tasks.

Adaptability

During a trip, you might experience detours and have to alter your original route. In the workplace, this is just as likely as obstacles occur in almost all careers. Change your mindset to one that accepts roadblocks are bound to happen. By preparing for changes to your original trajectory, it will be easier to make adjustments during the journey and successfully reroute.

Decision-Making

Typically, the traveler must book things like hotels, flights, excursions, and more. Just like in the office, decisions are in your hands and options must be weighed. Don't be afraid to ask for help before choosing the most logical outcome for the path that you are currently on.

Creativity

Sometimes travel can be tedious. However, vacation is the time you should be



able to enjoy yourself by exploring new places, food, and cultures. While the workplace isn't always fun and games, utilize your creative side to bring your personality into your work and display unique talents only you have.

Educate

Before arriving at your destination, you'll want to know about where you are headed. Research and discover must-dos for tourists. This will help you make the most of your vacation. You are never too old to learn something new, and the same is true for professional development. Take advantage of CLIP's online course offerings on various topics. See if there is something new you want to learn or a skill that can be brushed up on.

This summer don't forget to pack your travel essentials and remember that filling up your mental suitcase with skills and techniques can be just as valuable!

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.



What's Brewing

We're halfway through the year! Remember to take any outstanding or mandatory training on your "My Plan" page.

View our CLIP All Access themed courses for this quarter.



Disability Pride Month



[Inclusion in Action: Shifting the Narrative on Disability](#)



Civility Month



[Professional Etiquette](#)



Suicide Prevention Month



[Mental Health Awareness/ Suicide Prevention Learning Path](#)



Signature Blends

(*available with a CLIP All Access Pass)

*Managerial Courage: 09. Managing Difficult People

Classroom Complement: **Managing Difficult Behaviors**

*Everyday Leadership

Classroom Complement: **L.E.A.D.**

*Problem Solving Strategies Learning Path

Classroom Complement: **Creative Problem Solving and Decision-Making**

LMS Barista

Looking for new courses to take on the LMS?

While our category "CLIP Featured Learning" exists on a monthly basis to suggest different courses for you to take, there are also other categories available to browse! These have been curated by our CLIP team and reside at the top of your LMS home page under the "Browse" button. It's a great way to get started without a lot of searching!

Writing @ Work

Map Your Writing Destination

American novelist Henry Valentine Miller once remarked, “One’s destination is never a place, but rather a new way of looking at things.” And while we may consider Mr. Miller’s quote as a general reference about adapting a broader perspective, we may also construe and apply it as an inference about the task of writing.

More specifically, from his background as a professional writer, Mr. Miller presented a parallel between the concept of destination and the practice of writing. His comparison invites us to consider writing from the standpoint of creating a path and destination for our readers.

The following are ways to adapt the concept and practice of mapping your writing destination:

Convey the Destination

Start your written communication by relaying the main objective of your writing topic to your readers.

Provide Points of Interest

Share key information and/or questions about the topic with your reader(s).

Share General Directions

Relate the order in which you will present key points, questions, and/or responses to your readers.

Take a Direct Route

Transition from one key point, question, and/or response to the next.

Avoid Unnecessary Detours

Avoid introducing points, questions, and/or responses that are not relevant to the topic.

Applying this writing practice will enhance your writing so your readers reach the destination you intend.

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



Congratulations to
Mary Bailey Seebergh
from the DOL

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

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

Spring Question:
What does being a public service employee mean 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.

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Credits

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David Sofimehin, Writer: LMS Barista
Charleen Johnson, Writer: TechTips
Tira McCants, Writer: Student Spotlight
Denise Salvatore, Editor
Janet Thompson, Editor, Writer: Writing @ Work
Chrysti Neuman-Luna, Designer

Question Corner

Summer Question:

What is your go-to song on a road trip and why?

Respond >

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



State of New Jersey

Governor Phil Murphy | Lieutenant Governor Tahesha Way, Esq.

Civil Service Commission

Chair/Chief Executive Officer Allison Chris Myers

Trivia Answer

Correct answer: C. New York City, NY

<https://www.guinnessworldrecords.com/world-records/509011-most-instagrammed-city-current>

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Muchmore, M. (2021, September 10). Keep it tidy: How to use snap layouts in Windows 11. PCMag. <https://www.pcmag.com/how-to/keep-it-tidy-how-to-use-snap-layouts-in-windows-11>

Did You Know?:

<https://bestdiplomats.org/longest-highways-in-the-usa/>